

# **AGENDA**

## **BOARD OF CONTROL**

***Mayor's Conference Room***  
***Monday, February 4, 2019 2:30 PM***

<b>Action</b>	<b>Description</b>	<b>Reference No.</b>
1. Renew – Transportation Services – Human Services		BC-19-035
2. Award – Transport Bus – Office on Aging		BC-19-036
3. Award – Westshore Council of Governments		BC-19-037
4. Renew – Fourth of July Fireworks Display		BC-19-038
5. Award – Cardiac Care Equipment Maint/Support – Fire/EMS		BC-19-039
6. Renew – Vehicle Towing		BC-19-040
7. Award – Investigative Division Improvements Project		BC-19-041
8. Award – Professional Svs – Re: Legal Svs (Tax/Reimer)		BC-19-042
9. Award – Professional Svs – Re: Legal Svs (Tax/Weiner)		BC-19-043
10. Award – Software Support – Income Tax		BC-19-044
11. Amend – Construction of (2) Attached Single-Family Homes at 12318 Plover		BC-19-045
12. Award – Carpet/Flooring & Installation Svs – Parks/Public Properties		BC-19-046
13. Award – Migration Project to Office 365 (BPI Info Systems)		BC-19-047
14. Award – Migration Project to Office 365 (Dell)		BC-19-048
15. Renew – Professional Svs – Re: Online Payment System		BC-19-049
16. Award – Printing/Mailing of Lakewood Life Community Newsletter		BC-19-050
17. Award – Professional Svs – Re: Utility Funding/Affordability Analysis		BC-19-051
18. Renew – Lease/Purchase of Copy Equipment		BC-19-052
19. Renew – Maintain/Service Copy Equipment		BC-19-053
20. Award – Advertising Svs		BC-19-054
21. Award – Purchase & Delivery of Janitorial Supplies		BC-19-055
22. Renew – Desktop Delivery of Office/Computer/Paper Supplies		BC-19-056

***Next Meeting is TUESDAY,***  
***February 19, 2019; 2:30 PM***

Mayor  
Finance Director  
Law Director  
Public Works Director



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-035

February 4, 2018

Board of Control  
City of Lakewood, Ohio 44107


**Subject: Renew Contract – Transportation Services – Division of Human Services**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Human Services, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Senior Transportation Connection (STC) in the amount of \$60,000 to provide Transportation Services for eligible Lakewood senior citizens, to serve Family to Family program clients, and for emergency situations to serve victims of fire and/or intradepartmental requests. This is the final of (2) additional one-year renewal options available to the city; contract effective January 1, 2019 through December 31, 2019.

Senior Transportation Connection submitted the best responsive and responsible proposal for the services required in RFP No. 16-014.

Contracting Authority:	Ordinance 50-18 \$100,000
Contracting Balance:	\$92,454 / \$40,000
Funding:	Office on Aging III Fund
Account Distribution:	250-4020-442-39-10 \$62,000
Account Balance:	\$54,454 / (\$5,546)
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Contractual Services
Commodity Code:	962-089
Bid Reference:	RFP No. 16-014

  
Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jenn Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



# Memo

**To:** Kim Smith, Finance

**From:** Toni Gelsomino, Human Services

**Date:** January 22, 2019

**Re:** Board of Control – Senior Transportation Connection

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I am requesting Board of Control approval of an award of contract with Senior Transportation Connection for FY 2019, the final of (2) one year renewal options available against RFP 16-014. A contract not to exceed \$ 60,000 will reimburse the cost of non-emergency medical transportation for eligible Lakewood senior citizens in 2019 paid from account 250-4020-442-39-10.

This contract with Senior Transportation Connection will provide non-emergency medical transportation for Lakewood residents, age 60 and older, through December 2019. The transportation and customer service offered through STC has been well received by users and staff and has enabled the City of Lakewood Division of Aging to support older residents with simple access to non-emergency medical transportation. An additional benefit is the transportation expertise available through the STC leadership and the weekly and monthly data sharing that supports evaluation and planning for future transportation services.

Please contact me at 6687 for further information. Thank you for your consideration of this request.



Jan 31, 2019 10:34:41 AM EST

File Edit Commands Help

250-4020-442.39-10

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Contractual Services / Other

Fiscal year: 2019

Budget: 62,000.00

Committed: 62,000.00

Balance: .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	7,545.87	7,545.87
Q 02 February	.00	7,545.87
Q 03 March	.00	7,545.87
Q 04 April	.00	7,545.87
Q 05 May	.00	7,545.87

Encumbrances

PO #	Vendor	Balance
Q 090377	MERCHANTS LINEN SERVI	1,708.13
Q 090378	SENIOR TRANSPORTATION	52,746.00

Segment/Balance Details

Fund	250	Office on Aging IIIB Fund
Department	40	Human Services
Division	20	Aging
Activity basic	44	Public Health
Sub activity	2	Public Health
Element	39	Contractual Services
Object	10	Other

Project Data

Project Entry Optional

Payment information

Vendor	(* indicates pending)	Total
Q MERCHANTS LINEN SERVICES		291.87
Q SENIOR TRANSPORTATION CONNECTI		7,254.60

Pre Encumbrances

Type	Req/PO	Project	Balance
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Original Budget

Revised Budget

Current expenditures

YTD expenditures

Unposted expenditures

Encumbrances

Unposted encumbrances

Pre-encumbrances





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-036

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

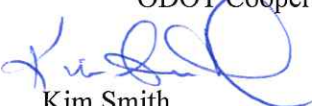
**Subject: Award Contract – Transport Bus – Office on Aging**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Human Services, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Bus Service, Inc. in the amount of \$55,702 for the Purchase of an 18 Passenger Light Transit Vehicle with (1) seat removed to accommodate a lift and (4) seats that can fold down to create (2) secure wheel chair stations for use by Division of Aging. Eighty percent (80%) of vehicle to be paid for by Northeast Ohio Areawide Coordinating Agency (NOACA) and balance from funds through the Commission on Aging. Vehicle will be owned by Lakewood Foundation and titled through the City of Lakewood.

Transport Bus will be purchased through the rules established to the Ohio Dept. of Transportation Cooperative Purchasing Program; contract #248-17.

Contracting Authority:	Ordinance 59-18 \$4,600,000
Contracting Balance:	\$4,572,882 / \$4,517,180
Funding:	Grant Funds
Account Distribution:	Project #193016
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Aging Transport Bus
Commodity Code:	556-040
Bid Reference:	ODOT Cooperative Purchasing Program

  
Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



# Memo

**To:** Kim Smith, Finance

**From:** Toni Gelsomino, Human Services

**Date:** January 30, 2019

**Re:** Board of Control – Purchase of vehicle for senior transportation

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I am requesting Board of Control approval of the purchase of a 2019 light transit vehicle that will be ordered through Bus Service Inc., to be received 90 to 120 days from order date. The vehicle is an 18 passenger van with one seat removed to accommodate a lift and four seats that have the capability to fold down and create 2 secure wheel chair stations.

The full cost of this vehicle is \$ 55,702 and will be paid for entirely by the Lakewood Foundation.

The Lakewood Foundation, as a supporting organization for the City of Lakewood, Department of Human Services requested and was awarded a contract through NOACA (Northeast Ohio Areawide Coordinating Agency) for 80% of the purchase price of this vehicle and will contribute the 20% balance from funds raised through the Commission on Aging.

This vehicle will be owned by the Lakewood Foundation and titled through the City of Lakewood.

Please contact me at 6687 for further information. Thank you for your consideration of this request.

# **LIGHT TRANSIT VEHICLE- FS (LTV-FS) COST WORKSHEET**

<b>Agency Name</b>	City of Lakewood Ohio /		
<b>Name on Title If different</b>			
<b>Address</b>	12650 Detroit Ave, Lakewood, OH 44107		
<b>Contact</b>	James Holman		
<b>Phone:</b>	216-529-6647	<b>Fax:</b>	216-529-5934
<b>Email</b>	james.holman@lakewoodoh.net		
<b>County</b>	Cuyahoga		
<b>Vendor Information</b>	Bus Service Inc. 8120 Howe Industrial Parkway Canal Winchester, OH 43110		last update 10/31/18 cc
<b>Contact</b>	Adam Prestifilippo 614-833-0222 Adam@buyabus.net		

Item	Quantity	Unit Price	Total
LTV-12-2		\$46,833	\$0
LTV-0-6		\$48,807	\$0
LTV-16-2		\$50,081	\$0
LTV-12-3		\$52,355	\$0
LTV-13-2	1	\$51,659	\$51,659
<b>Options</b>			
Single Passenger Seat with Grab Rails		\$390	\$0
Single Three Step Fold Away		\$000	\$0
Double Three Step Fold Away		\$1,050	\$0
Double Passenger Seat with Grab Rails		\$715	\$0
Single Jump Seat		\$685	\$0
Double Jump Seat		\$960	\$0
Seat Belt Extenders		\$30	\$0
Seat to Accommodate Removable Child		\$90	\$0
Ricon (800 lb max capacity)		\$0	\$0
Braun (800 lb max. capacity)	1	\$0	\$0
1000 lb max. capacity		\$1,000	\$0
Sure-Loc		\$766	\$0
Sure-Loc Webbing Loop		\$12	\$0
Q-Straint		\$875	\$0
Q-Straint Webbing Loop		\$12	\$0
Fifth Retractor		\$170	\$0
Dual Air Compressor		\$2,650	\$0
Public Information System		\$185	\$0
Passenger Call Bell System		\$1,200	\$0
Radio Ground Plane	1	\$275	\$275
Energy Absorbing Front Bumper		\$1,400	\$0
Energy Absorbing Rear Bumper		\$1,085	\$0
Heavy Duty Suspension	1	\$1,450	\$1,450
Driveline Retarder (LTVs Only)		\$8,560	\$0
Ceiling Hand Rails	1	\$418	\$418
Standard Overhead Luggage Rack		\$875	\$0
Reading Lights for Overhead Luggage		\$350	\$0
Non-retractable Seat Belts		(\$5)	\$0
Storage Area (Medical Walker)	1	\$625	\$625
Securement Device for Oxygen Tanks		\$225	\$0
AED Device		\$1,750	\$0
Yellow Powder Coated Rails and		\$650	\$0
Single Integrated Child Seat		\$1,035	\$0
Double Integrated Child Seat		\$1,950	\$0
Single Integrated Child Seat with Adult		\$1,295	\$0



Electric Door		\$290	\$0
Exterior Electric Door Switch		\$125	\$0
Slip Resistent Floor Covering	1	\$1,075	\$1,075
Extended Air Valves for Inner Duals		\$95	\$0
Midship Marker with Turn Lights LED		\$205	\$0
Solid Color Paint Scheme		\$4,600	\$0
Flat Floor		\$725	\$0
Mirror Mount on Front Hood		\$320	\$0
Rear Emergency Exit Door		\$1,065	\$0
Idle Engine Shutoff		\$589	\$0
Backup Alert System		\$1,000	\$0
Backup Camera and Monitor Installed		\$750	\$0
Skirt Mounted A/C		\$250	\$0
Auxiliary Battery Tray		\$0	\$0
Plexiglass Tinted Driver Screen		\$275	\$0
Hardened valves		\$1,004	\$0
Sure Lock "Slide N Click"		\$975	\$0
WC 18 wheelchair tiedown system		\$980	\$0
L-Track Anchor System (by FOOT)		\$12	\$0
Rear A/C in wall evaporator		\$750	\$0
		<b>TOTAL COST</b>	<b>\$55,702</b>
		<b>Federal Share</b>	<b>\$44,561</b>
		<b>Local Share</b>	<b>\$11,140</b>

Agency  
Authorized Approval

Karen M. Lell  
signature

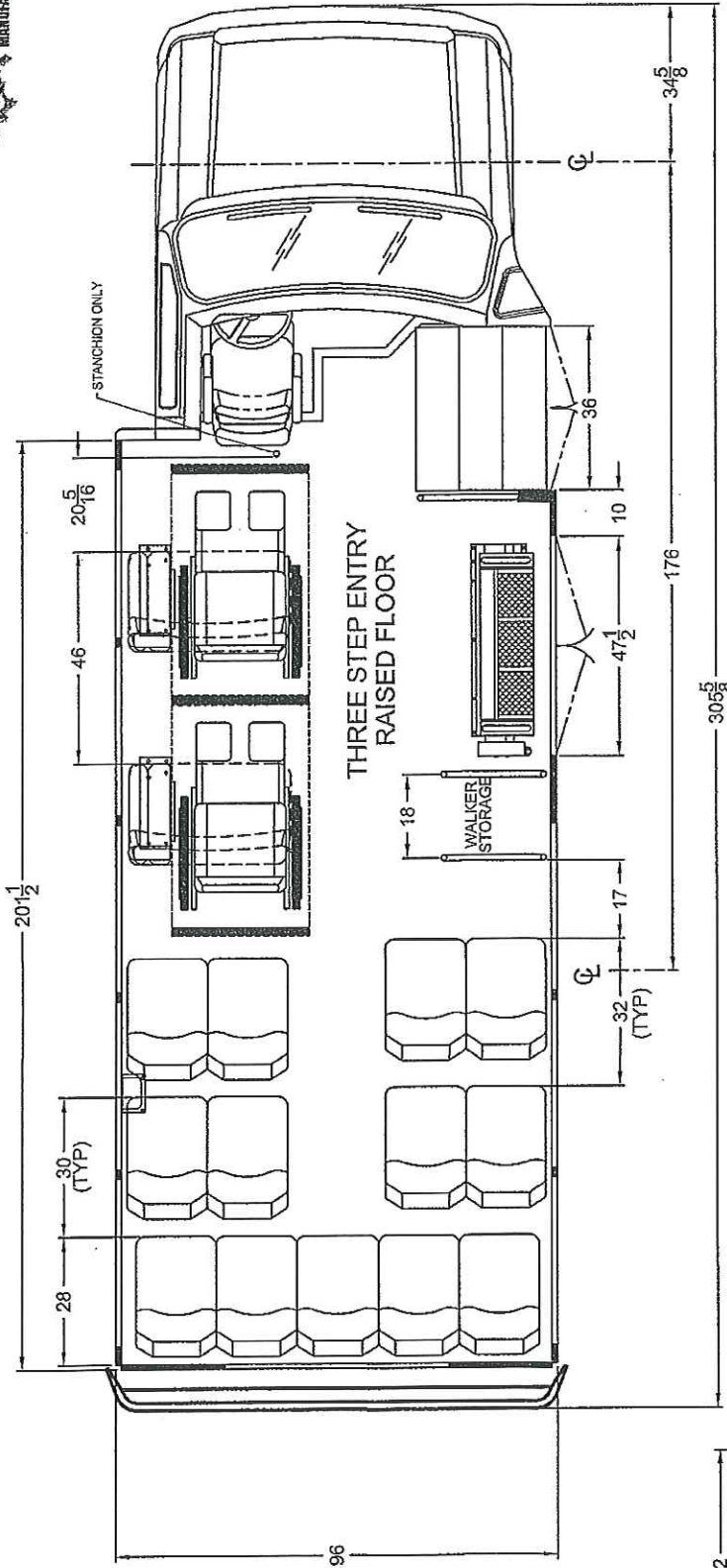
11/17/19  
date

Vehicle Vendor  
Authorized Approval

[Signature]  
signature

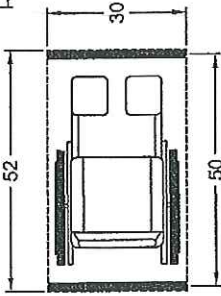
1-16-19  
date

NOTE: The contract has been verified for this project and there are sufficient funds to cover the costs.



THREE STEP ENTRY  
RAISED FLOOR

NOTE: SHOWN WITH MID HI FREEDMAN SEATS  
ALLSTAR E-450 14,500 GVWR  
THIS FLOOR PLAN IS FOR ILLUSTRATION PURPOSES ONLY.  
A WEIGHT ANALYSIS HAS NOT YET BEEN PERFORMED.  
FINAL APPROVAL WITH A WEIGHT ANALYSIS IS REQUIRED UPON RECEIPT OF A  
COMPLETED ORDER WITH ALL OPTIONS SHOWN.  
OPTIONAL EQUIPMENT MAY BE SHOWN.  
THE SALES ORDER PLACED DICTATES ACTUAL OPTION CONTENT.



SCALE  
IN INCHES



**STARCRRAFT BUS**  
a division of Forest River, Inc.

TOLERANCE UNLESS OTHERWISE SPECIFIED

WOOD	OTHER
± 1/8"	± 1/16"
± 1"	± 1/2"

DATE: 02/28/17  
NAME: TAS  
DWG. No. 13 2 WC 2 DB FOLDS WALKER RACK 176 190-1 USA

DEALER APPROVAL

☐ APPROVED

CUSTOMER SIGNATURE

THIS DRAWING AND THE INFORMATION THEREON ARE THE EXCLUSIVE PROPERTY OF STARCRRAFT BUS, A DIVISION OF FOREST RIVER. IT SHALL NOT BE COPIED OR REPRODUCED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO STARCRRAFT BUS, A DIVISION OF FOREST RIVER.

DESCRIPTION OF CHANGE

BY

CHK

DATE

ECN No.

Jan 31, 2019 3:56:18 PM EST

File Edit Commands Help

Printscreen NAVISION NaviOne

Project 193016-Aging

- ☒ Account types
- ☒ Assets
- ☒ Expenditures
- ☒ Liabilities
- ☒ Revenues
- ☒ Encumbrances
- ☒ Miscellaneous info
- ☒ Pending transaction
- ☒ Pre-encumbrances
- ☒ Project detail balance

**Project Information**

Description: Aging Transport Bus  
 Status: Active  
 Estimate: 56,000.00  
 Type: GR Grant  
 Sub type:  
 Start/stop dates: 1/01/2019 -  
 1st month of FY: 00  
 Source of funds:

**Project Code**

There are no user defined code fields for this project

**Project Year-to-Date**

FY: 2019 Balance .00  
 Budget: .00  
 Actual: .00  
 Unposted: .00  
 Pre-encumbrance: .00  
 Encumbrance: .00  
 Pending: .00

**Project Life-to-Date**

FY(s): 0000 - 9999 Balance .00  
 Budget: .00  
 Actual: .00  
 Unposted: .00  
 Pre-encumbrance: .00  
 Encumbrance: .00  
 Pending: .00

Account Number	Description	Budget	Actual

Print

Cancel

Exit

Next project

Previous project...

2018

2020

Project activity...

Change balance...

1MW





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-037

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Westshore Council of Governments**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety; Divisions of Police & Fire, I am submitting for your consideration this request to award a contract with the Westshore Council of Governments in an amount not to exceed \$115,000 to cover the City's portion of WEB Contributions, for the Hazardous Materials Unit and Westshore Community Emergency Response Team (CERT) for fiscal year 2019.

The city signed an agreement for establishment of Westshore Council of Governments in 1999 and agreed to pay for activities carried out under its authorization, including operational costs based on population as recorded by the most recent census.

Contracting Authority:	Ordinance 50-18 \$115,000
Contracting Balance:	\$115,000 / \$0.00
Funding:	General Fund
Account Distribution:	101-2010-421-39-01 \$98,000 101-2040-422-39-01 \$28,000
Account Balance:	\$126,000 / \$11,000
Object Code:	Contractual Services - WEB
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	003-001
Bid Reference:	Westshore Agreement

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____



Jan 31, 2019 11:05:58 AM EST

File Edit Commands Help

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101-2040-422.39-01  
☒ Account miscellaneous  
☒ Budget miscellaneous  
☒ Encumbrances  
☒ Pre-encumbrances  
☒ Transactions  
☒ Detail by date  
☒ Detail by code  
☒ Detail by year & p  
☒ Pending by date  
☒ Pending by code  
☒ Pending by year  
☒ Procurement car

Account information  
Q Contractual Services / WEB  
Fiscal year: 2019 Dr  
Budget: 28,000.00  
Committed: 12,000.00  
Q Balance: 16,000.00

Project Data  
Project Entry Optional

Account Balance by Period  
Period/Month Actuals Cumulative Totals  
Q 01 January 2,786.16 2,786.16  
Q 02 February .00 2,786.16  
Q 03 March .00 2,786.16  
Q 04 April .00 2,786.16  
Q 05 May .00 2,786.16

Payment information  
Vendor (\* indicates pending) Total  
Q WESTSHORE COUNCIL OF GOV'TS 2,786.16

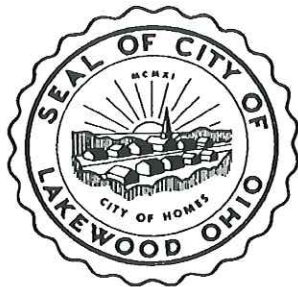
Encumbrances  
PO # Vendor Balance  
Q 090364 WESTSHORE COUNCIL OF 9,213.84

Pre Encumbrances  
Type Req/PO Project Balance

Segment/Balance Details  
Fund 101 General Fund Original Budget 28,000.00  
Department 20 Public Safety Revised Budget .00  
Division 40 Fire Current expenditures 2,786.16  
Activity basic 42 Public Safety YTD expenditures .00  
Sub activity 2 Public Safety Unposted expenditures .00  
Element 39 Contractual Services Encumbrances 9,213.84  
Object 01 WEB Unposted encumbrances .00

Print  
Cancel  
Exit  
Previous acc...  
Next account  
2018  
2020  
Account activi...  
Pending trans...  
Images  
Budget alloca...





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-038

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

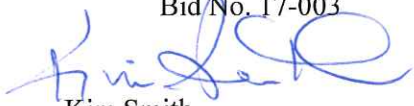
**Subject: Renew Contract – Fourth of July Fireworks Display**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing, in conjunction with the Department of Public Safety, Division of Fire, and the attached letter of recommendation, I am submitting for your consideration this request to renew a contract to American Fireworks in the amount of \$33,000 to provide the July 4<sup>th</sup> Fireworks Display at Lakewood Park. Performance Date is Thursday, July 4, with a rain date of Friday, July 5, 2019. This is the final of (2) additional one-year renewal options available to the city against Bid No. 17-003.

American Fireworks submitted the best responsive and responsible bid for the July 4<sup>th</sup> Fireworks Display.

Contracting Authority:	Ordinance 50-18 \$35,000
Contracting Balance:	\$35,000 / \$2,000
Funding:	General Fund
Account Distribution:	101-3027-451-39-10 \$40,000
Account Balance:	\$40,000 / \$7,000
Contract Approved by Law:	Yes _____ / No _____ PO _____ / c/c _____
Object Code:	Contractual Services / Other
Commodity Code:	962-036
Bid Reference:	Bid No. 17-003

  
Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





**DEPARTMENTAL CORRESPONDENCE**

**Date** 1/29/2019

**Subject:** July 4<sup>th</sup> Fire Works


**To:** Board of Control Department: City Hall

**From:** Chief Gilman Department: Fire

After review of the proposals for the July 4<sup>th</sup> fireworks display I am recommending that American Fireworks be selected to provide the show. This is the second year of a two year extension of the contract.

Thank you for your consideration.

Sincerely,

  
Scott Gilman  
Fire Chief

**CITY OF LAKEWOOD, OH**

**2019 Fireworks Display**

**Summary Page**

**Bid No. 17-003**

**Final of (2) Additional One-year Renewal Options**

**OPENING BARRAGE**

<u>392</u> each 2 inch	<u>18</u> each 5 inch	<u>668</u> total shells
<u>168</u> each 3 inch	<u>18</u> each 6 inch	
<u>72</u> each 4 inch		

**MAIN BODY**

<u>192</u> each 3 inch	<u>252</u> each 5 inch	<u>972</u> total shells
<u>288</u> each 4 inch	<u>240</u> each 6 inch	

**GRAND FINALE**

<u>735</u> each 2 inch	<u>96</u> each 5 inch	<u>1,887</u> total shells
<u>864</u> each 3 inch	<u>24</u> each 6 inch	
<u>168</u> each 4 inch		

3,527 **GRAND TOTAL  
SHELLS**

**NOTE: ALL DISPLAYS SHALL BE AERIAL, NO GROUND DISPLAYS PERMITTED**

  
Signature

ROBERTO SORGI  
Name Printed

330-650-1776  
Contact Phone Number

AMERICAN FIREWORKS COMPANY  
Company Name

JANUARY 29, 2019  
Date

ROBERTO@AMERICANFIREWORKS.COM  
E-Mail Address

Jan 31, 2019 12:05:11 PM EST

File Edit Commands Help

Print SCREEN RION

101-3027-451.39-10

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Contractual Services / Other

Fiscal year: 2019

Budget: 40,000.00

Committed: .00

Balance: 40,000.00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Encumbrances

PO #	Vendor	Balance
------	--------	---------

Segment/Balance Details

Fund	101	General Fund
Department	30	Public Works
Division	27	July 4th Program
Activity basic	45	Culture and Recreation
Sub activity	1	Culture and Recreation
Element	39	Contractual Services
Object	10	Other

Project Data

Project Entry Optional

Payment information

Vendor	(* indicates pending)	Total
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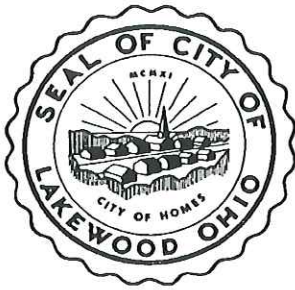
Pre Encumbrances

Type	Req/PO	Project	Balance
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Original Budget	40,000.00
Revised Budget	.00
Current expenditures	.00
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	.00
Unposted encumbrances	.00
Pre-encumbrances	.00

MW





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-039

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Cardiac Care Equipment Maintenance & Support - Division of Fire & EMS**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety; Division of Fire, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract with Physio-Control, Inc. in the amount of \$15,564 for Technical Service Support & Maintenance of the City's Cardiac Care Equipment, to include our LifePak Heart Monitors and (3) Lucas Chest Compression Systems for Squads 1, 2, 3, 4 & 5 as required by the Division of Fire for Fiscal Year 2019.

Physio-Control, Inc. is a sole source provider for the technical service support & maintenance of this equipment.

Contracting Authority:	Ordinances 50-18 \$150,000
Contracting Balance:	\$150,000 / \$134,436
Funding:	Lakewood Hospital Special Revenue Fund
Account Distribution:	260-2050-423-52-03 \$20,000
Account Balance:	\$20,000 / \$4,436
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Service Agreements
Commodity Code:	345-000
Bid Reference:	Sole Source - Proprietary

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____

## DEPARTMENTAL CORRESPONDENCE

Date 1/29/2019

**Subject:** Physio Control Maintenance Contract

**To:** Board of Control Department: City Hall

**From:** Chief Gilman Department: Fire

The Fire Department is requesting approval funding for the attached maintenance contract with Physio Control for the annual maintenance of our Life Pak Heart Monitors and 3 Lucas Compression Systems for Squads 1, 2, 3, 4 & 5. These systems are used for providing CPR to patients in cardiac arrest and monitoring patients with cardiac problems. The cost of the three (3) year maintenance contract for the equipment is \$ 43,788.62. Physio Control is the sole source for this equipment. Entering into the three (3) year contract is recommended as it will extend the service life of the Life Pak 12 units used on the fire apparatus. The payments would be as follows Year1 -\$12,662, Year2- \$15,563.10, Year3- \$15,563.10. This is the final year of this contract.

The project is funded from account 260 2050 423 52 03 Capital Machinery & Equipment/  
Operating Equipment

Thank you for your consideration.

Sincerely,



Scott Gilman  
Fire Chief

# SERVICE PLAN SUMMARY

PHYSIO  
CONTROL

Plan Number: DS019658  
PO Number: 087554

End User #01182902  
CITY OF LAKEWOOD FD  
14601 MADISON AVE  
LAKEWOOD, OHIO 44107  
UNITED STATES

Bill To #01182901  
CITY OF LAKEWOOD  
12650 DETROIT AVE  
LAKEWOOD, OH 44107  
UNITED STATES

This Service Plan Subscription begins on 01/01/2017 and expires on 12/31/2019.

Price of coverage is \$43,788.62 , payable in annual installments.

Service Representative

Brent Rieman, EALL53  
800.442.1142  
LIFEPAKsupport@physio-control.com

Customer Contact

SCOTT GILMAN  
(216) 529-6658  
scott.gilman@lakewoodoh.net



## DS019658

Equipment Servicing Rep: Brent Rieman, EALL53

District: Toledo/W. Cleveland  
800.442.1142  
LIFEPAKsupport@physio-control.com

Equipment Location: CITY OF LAKEWOOD FD, 01182902  
14601 MADISON AVE  
LAKEWOOD, OH 44107  
US

### Scope of Service: LIFEPAK 12 Service On-site Comprehensive Coverage.

Model	Part Number	Serial Number	Effective Date	Expiration Date	Total Inspections
LIFEPAK 12	VLP12-02-007228	35898720	01/01/2017	12/31/2019	3
LIFEPAK 12	VLP12-02-007228	35898737	01/01/2017	12/31/2019	3
LIFEPAK 12	VLP12-02-007228	35898722	01/01/2017	12/31/2019	3
LIFEPAK 12	VLP12-02-007228	35898721	01/01/2017	12/31/2019	3

### Scope of Service: LIFEPAK 15 Service On-site Comprehensive Coverage.

Model	Part Number	Serial Number	Effective Date	Expiration Date	Total Inspections
LIFEPAK 15	V15-5-000586	44373915	03/14/2017	12/31/2019	3
LIFEPAK 15	V15-5-000586	44371435	03/14/2017	12/31/2019	3
LIFEPAK 15	V15-5-000586	45075378	10/16/2017	12/31/2019	2
LIFEPAK 15	V15-5-000586	45059469	10/16/2017	12/31/2019	2

### Scope of Service: LUCAS Service On-site Comprehensive Coverage.

Model	Part Number	Serial Number	Effective Date	Expiration Date	Total Inspections
LUCAS	3302430-091	30136337	01/01/2017	12/31/2019	3
LUCAS	3302430-091	30136336	01/01/2017	12/31/2019	3
LUCAS	3302430-091	30136335	01/01/2017	12/31/2019	3

Jan 31, 2019 12:08:49 PM EST

File Edit Commands Help

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NavLine

260-2050-423.52-03

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Service Agreements / Equip, Machnry, Telephnes

Fiscal year: 2019 Dr

Budget: 20,000.00

Committed: .00

Balance: 20,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
------	--------	---------

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	260	Lkwd Hospital Sp Rev Fund	Original Budget	20,000.00
Department	20	Public Safety	Revised Budget	.00
Division	50	EMS	Current expenditures	.00
Activity basic	42	Public Safety	YTD expenditures	.00
Sub activity	3	Public Safety	Unposted expenditures	.00
Element	52	Service Agreements	Encumbrances	.00
Object	03	Equip, Machnry, Telephnes	Unposted encumbrances	.00
			Pre-encumbrances	.00

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

MW



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-040

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Vehicle Towing**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety; Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract with Kufner Towing, Inc. as the firm to be called when Towing Services are necessary as the result of a vehicle being towed by order of the Division of Police or when a motor vehicle is disabled, due to motor vehicle accident, damage or otherwise, in the public right-of-way and the owner or operator of the disabled vehicle has no preference as to a service provider.

Kufner Towner will pay the City an administrative fee per tow pursuant to Lakewood Codified Ordinance §135.15.

This is the first of (2) additional one-year renewal options available to the city against RFP No. 18-001, contract, effective March 1, 2019 through February 28, 2020. Prices remain firm from 2018.

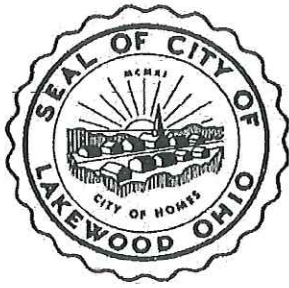
Object Code:	Vehicle Towing
Contract Approved by Law:	Yes _____ / No _____ / PO _____
Commodity Code:	968-090
Bid Reference:	RFP No. 18-001

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____







12650 Detroit Avenue • 44107  
Timothy J. Malley Chief of Police

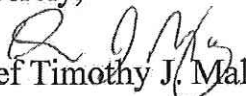
Division of Police  
216-529-6750  
FAX 216-521-7727  
[www.onelakewood.com](http://www.onelakewood.com)

February 4, 2019

Board of Control;

After review the Lakewood Police Department recommends a one year renewal with Kufner Towing for towing services to the Lakewood Police Department. Their service has been satisfactory during the past year.

Sincerely,

  
Chief Timothy J. Malley



**Vehicle Towing and Storage for Lakewood Police Dept.**  
RFP No. 18-001

First of (2) Additional  
One-Year Renewal Options;  
effective March 1, 2019 thru Feb 28, 2020

Item	Proposal Requirements	Private Owner Price per Tow	City Owned Vehicle Price per Tow
1	Straight Hook-Up	\$ 75.00	\$ N/A
2	Flat Bed and Dolly Tow	\$ 85.00	\$ N/A
3	Tractor-Trailer and Semi-Truck & Trailer Tow	\$ 150.00 per hr	\$ 150.00 per hr
4	Rescue Squads	xxx	\$ 150.00 per hr
5	Packer/Garbage Truck, Fire Engine, Hood & Ladder	xxx	\$ 150.00 per hr
6	Vehicle Winching Standard	\$ 75.00 per hr	\$ N/A
	Medium Duty	\$ 150.00 per hr	\$ 150.00 per hr
	Heavy Duty	\$ 150.00 per hr	\$ 150.00 per hr
7	Roll-Over and Vehicle Up-Righting Standard	\$ 75.00 per hr	\$ N/A
	Medium Duty	\$ 150.00 per hr	\$ 150.00 per hr
	Vehicles over 10,000GVW	\$ 150.00 per hr	\$ 150.00 per hr
8	Booting Services (install boot)	N/A	xxx
	(removal of boot)	\$ 75.00	xxx
9	Storage Charges (first four (4) hours)	No Charge	xxx
	(cars/light trucks)	\$ 10.00 /day	xxx
	(trucks/tractor-trailers)	\$ 20.00 /day	xxx
	(scooters/motorcycles - inside)	\$ 20.00 /day	xxx
	(scooters/motorcycles - outside)	\$ 10.00 /day	xxx
10	Extra Service Labor Charges	\$ 50.00 per hr	xxx
		\$	\$
		\$	\$

**KUFNER TOWING, INC.**

Vendor Name

1-28-19

Date

Authorized Signature

Name Printed

Note; prices shall remain firm for (1) year, and renewal prices cannot be increased in excess 10% per year.



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-041

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Investigative Division Improvements Project**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety, Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to National Office Services, Inc. in the amount of \$45,000 to perform remodel and provide work stations for the Investigative Division Improvements Project due to lack of workspace for personnel in the department.

Remodel and Work Stations will be purchased through the State of Ohio Cooperative Purchasing Program STS714, Contract 800726.

Contracting Authority:	Ordinance 60-18 \$1,750,000
Contracting Balance:	\$1,662,000 / \$1,052,000
Funding:	General Fund
Account Distribution:	101-2010-421-86-12 Project No.193018 \$60,000
Account Balance:	\$60,000 / \$15,000
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Investigative Division Improvements
Commodity Code:	425-000
Bid Reference:	State of Ohio Cooperative Purchasing Program

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





ATT# 193018

## DEPARTMENTAL CORRESPONDENCE

**TO: Kim Smith, Purchasing Manager**

**FROM: Capt. Gary Sprague, Police**

**SUBJECT: Detective Bureau remodel**

**DATE: 1-29-19**

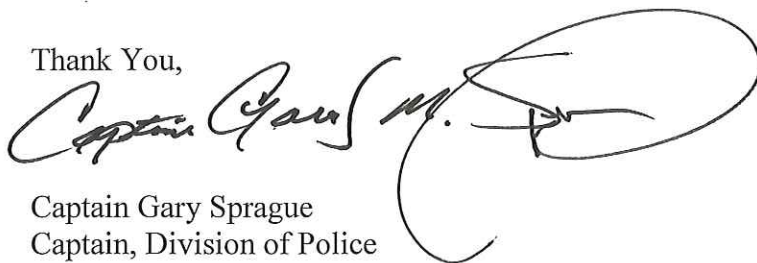
**CC: Jennifer Pae, Finance Director/Keith Schuster-Assistant Finance Director**

The police department has identified the need to expand/remodel the detective bureau. The current workstations and interview rooms were last updated approximately 20 years ago. Over the years the number of personnel assigned to the Investigative Division has grown but our capacity to accommodate those individuals has not.

We currently have 22 members in the investigative division with 12 detectives assigned to the general duty and juvenile units. We only have 7 dedicated workstations which means that 2 detectives share each workstation and a phone line. This creates problems with space to store case files, ability of individuals to call in and speak directly with the detective assigned to their case and room to work in particular. While those 12 detectives are split between 2 different shifts every Monday all 12 are working during the same time periods leaving ½ of the members without a workspace of their own.

In order to make the space more conducive to accomplishing their workloads we have contacted National Office who has been responsible for all of the remodeled areas in the police department for many years. Their pricing is on state bid contract, #STS 800726. Accompanying this letter is a copy of their proposed changes along with the quote for this bid.

Thank You,



Captain Gary Sprague  
Captain, Division of Police

## QUOTATION

Gary Sprague  
City of Lakewood - Police Dept.  
12650 Detroit Ave.  
Lakewood OH 44107  
(216) 529-6762  
gary.sprague@lakewoodoh.net

By : Denny Toth  
National Office Services  
15655 Brookpark Road  
Cleveland OH 44142  
(216) 898-0080  
dtoth@natoffice.com

Line	QTY	Item	Description	Sell Price	Extended
<b>Detective Annex</b>					
1	2	<b>TB3018</b>	Tackboard 18hx30w	\$281.00	\$562.00
			Fabric Selection G2S Gen2 Select Fabric		
			FAB Gen2 Select 2968-070 Strata Sea		
2	2	<b>TB4818</b>	Tackboard 18hx48w	\$337.00	\$674.00
			Fabric Selection G2S Gen2 Select Fabric		
			FAB Gen2 Select 2968-070 Strata Sea		
3	1	<b>AECC24B4872</b>	Worksurface-ext corner 24dx48w left x 24dx72w right, 12" radius, 3mm front, grommet	\$977.00	\$977.00
			Laminate Color Selection LAM-G2S Laminate Gen2 Select		
			LAM - Gen2 Select G2SL-WC Wild Cherry		
			3M Edge Band Selection EB-G2S Gen2 Select Edge		
			3M Gen2 Select G2SEB-BK Black		
4	1	<b>AECC24B7248</b>	Worksurface-ext corner 24dx72w left x 24dx48w right, 12" radius, 3mm front, grommet	\$977.00	\$977.00
			Laminate Color Selection LAM-G2S Laminate Gen2 Select		
			LAM - Gen2 Select G2SL-WC Wild Cherry		
			3M Edge Band Selection EB-G2S Gen2 Select Edge		
			3M Gen2 Select G2SEB-BK Black		
5	4	<b>WT65</b>	Wall channel, pair 65"h	\$255.00	\$1,020.00
			Paint Selection Paint Gen2 Select		
			PT- Gen2 Select 7207 Textured Black		

Line	QTY	Item	Description	Sell Price	Extended
6	2	GBBL30	Gen2 overhead bin 30" lock(GBBL)	\$663.00	\$1,326.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
7	2	GBBL48	Gen2 overhead bin 48" lock(GBBL)	\$842.00	\$1,684.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
8	2	GSH30	Gen2 shelf 30" half height	\$269.00	\$538.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
9	2	GSH48	Gen2 shelf 48" half height	\$306.00	\$612.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
10	3	NTL20LED-PA24TK	Gen2 Tasklight LED 20" Starter (supports 2 linked light-sold separately)	\$306.00	\$918.00
11	1	NTL20LED-LC	Gen2 Tasklight LED 20"-Linking , (requires a starter light)	\$306.00	\$306.00
12	3	N9-24BBF	Pedestal-box/box/file 22" 9000 front lock	\$765.00	\$2,295.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
13	3	CL16	C-Leg support 16"d	\$414.00	\$1,242.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
14	1	TB16-GUSC	T-Base 27-1/4"h x 16"w, black	\$414.00	\$414.00
			Paint Black -Painted by request    Black    Black Default		
15	2	SP2	Support post 2"	\$255.00	\$510.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		



Line	QTY	Item	Description	Sell Price	Extended
16	1	<b>WS3MAS2460-SG</b>	Worksurface 24d x 60w, 3mm all sides, grommet	\$455.00	\$455.00
		Laminate Color Selection	LAM-G2S Laminate Gen2 Select		
		LAM - Gen2 Select	G2SL-wc Wild Cherry		
		3M Edge Band Selection	EB-G2S Gen2 Select Edge		
		3M Gen2 Select	G2SEB-BK Black		
17	1	<b>MGS1772</b>	Glass Screen -desktop mounted, 17h x 72w	\$1,350.00	\$1,350.00
		Selection - Non-painted Selection	GCT Clear Tempered Glass		
<b>Group Subtotal :</b>					\$15,860.00

## Juvenile

18	4	<b>N4124TAM</b>	Avenir Panel-fabric 41h x 24w	\$638.00	\$2,552.00
		Fabric Selection	G2S Gen2 Select Fabric		
		FAB Gen2 Select	2968-070 Strata Sea		
		Paint Selection	Paint Gen2 Select		
		PT- Gen2 Select	7207 Textured Black		
19	4	<b>N4130TAM</b>	Avenir Panel-fabric 41h x 30w	\$669.00	\$2,676.00
		Fabric Selection	G2S Gen2 Select Fabric		
		FAB Gen2 Select	2968-070 Strata Sea		
		Paint Selection	Paint Gen2 Select		
		PT- Gen2 Select	7207 Textured Black		
20	4	<b>TB3018</b>	Tackboard 18hx30w	\$281.00	\$1,124.00
		Fabric Selection	G2S Gen2 Select Fabric		
		FAB Gen2 Select	2968-070 Strata Sea		
21	4	<b>N1017</b>	Avenir Panel-wall mount kit	\$62.00	\$248.00
		Paint Selection	Paint Gen2 Select		
		PT- Gen2 Select	7207 Textured Black		
22	4	<b>WT65</b>	Wall channel, pair 65"h	\$255.00	\$1,020.00
		Paint Selection	Paint Gen2 Select		
		PT- Gen2 Select	7207 Textured Black		
23	4	<b>GBBL30</b>	Gen2 overhead bin 30" lock(GBBL)	\$663.00	\$2,652.00

Line	QTY	Item	Description	Sell Price	Extended
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
24	4	GSH30	Gen2 shelf 30" half height	\$269.00	\$1,076.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
25	4	NTL20LED-PA12T	Gen2 Tasklight LED 20" Starter (supports single linked light-sold separately )	\$306.00	\$1,224.00
26	4	N9-24BBF	Pedestal-box/box/file 22" 9000 front lock	\$765.00	\$3,060.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
27	2	RCSB-L	Corner bracket - left black	\$26.00	\$52.00
			Paint Black -Painted by request    Black    Black Default		
28	2	RCSB-R	Corner bracket - right black	\$26.00	\$52.00
			Paint Black -Painted by request    Black    Black Default		
29	4	CSB	Center bracket black	\$26.00	\$104.00
			Paint Black -Painted by request    Black    Black Default		
30	2	ECC3MAS24B5460	Worksurface-ext corner 24dx54w left x 24dx60w right, 12" radius, 3mm all sides, grommet	\$1,120.00	\$2,240.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-wc    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
31	2	ECC3MAS24B6054	Worksurface-ext corner 24dx60w left x 24dx54w right, 12" radius, 3mm all sides, grommet	\$1,005.00	\$2,010.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-wc    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
32	4	OEP2254	Open End Panel 24d	\$612.00	\$2,448.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		

Line	QTY	Item	Description	Sell Price	Extended
				<b>Group Subtotal :</b>	\$22,538.00

## Main Detective

33	1	<b>N4136TAM</b>	Avenir Panel-fabric 41h x 36w	\$714.00	\$714.00
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Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea
Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black

34	4	<b>N6542TAM-P3</b>	Avenir Panel-fabric 65h x 42w 3-circuit	\$1,092.00	\$4,368.00
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Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea
Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black

35	8	<b>AIG42-6530</b>	Avenir Panel-integrated 65h x 30w, fabric to 41h, glass above	\$1,593.00	\$12,744.00
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Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea
Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black

36	8	<b>AIG53-6524</b>	Avenir Panel-integrated 65h x 24w, fabric to 53h, glass above	\$1,411.00	\$11,288.00
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Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black
Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea

37	7	<b>AIG53-6536</b>	Avenir Panel-integrated 65h x 36w, fabric to 53h, glass above	\$1,608.00	\$11,256.00
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Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black
Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea

38	4	<b>AIG53-6536-P3</b>	Avenir Panel-integrated 65h x 36w, fabric to 53h, glass above 3-circuit	\$1,816.00	\$7,264.00
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Paint Selection	Paint	Gen2 Select
PT- Gen2 Select	7207	Textured Black
Fabric Selection	G2S	Gen2 Select Fabric
FAB Gen2 Select	2968-070	Strata Sea



Line	QTY	Item	Description	Sell Price	Extended
39	16	DUPLEX	Duplex receptacle Line 1, 2 or 3	\$36.00	\$576.00
40	2	G2APP4-4W	Avenir power pole, 4-way, 4-circuit/8-wire, accommodates 120"h ceiling	\$2,015.00	\$4,030.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
41	1	N1025C	Avenir Panel-change height bracket, pair 41" corner	\$62.00	\$62.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
42	1	N1023S	Avenir Panel-change height bracket, pair 41" straight	\$62.00	\$62.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
43	8	ASW3M2442	Worksurface 24d x 42w, 3mm front, grommet	\$329.00	\$2,632.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-WC    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
44	4	AECC24B3660	Worksurface-ext corner 24dx36w left x 24dx60w right, 12" radius, 3mm front, grommet	\$810.00	\$3,240.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-WC    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
45	4	AECC24B6036	Worksurface-ext corner 24dx60w left x 24dx36w right, 12" radius, 3mm front, grommet	\$810.00	\$3,240.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-WC    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
46	1	ATTRC1536	Avenir Transaction top-round corners 15d x 36w, 3mm	\$450.00	\$450.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-WC    Wild Cherry		

Line	QTY	Item	Description	Sell Price	Extended
			3M Edge Band Selection EB-G2S Gen2 Select Edge		
			3M Gen2 Select G2SEB-BK Black		
47	8	GBBL42	Gen2 overhead bin 42" lock(GBBL)	\$816.00	\$6,528.00
			Paint Selection Paint Gen2 Select		
			PT- Gen2 Select 7207 Textured Black		
48	8	NTL20LED-PA12TK	Gen2 Tasklight LED 20" Starter (supports single linked light-sold separately )	\$306.00	\$2,448.00
49	8	CDP15	Center drawer 15w - black plastic	\$153.00	\$1,224.00
			Black Plastic Black Plastic Black Plastic		
50	8	N9-24FF	Pedestal-file/file 22" 9000 front lock	\$765.00	\$6,120.00
			Paint Selection Paint Gen2 Select		
			PT- Gen2 Select 7207 Textured Black		
51	8	N9-24BBF	Pedestal-box/box/file 22" 9000 front lock	\$765.00	\$6,120.00
			Paint Selection Paint Gen2 Select		
			PT- Gen2 Select 7207 Textured Black		
52	8	CAN-S-16	Cantilever - 16" deep shared black	\$102.00	\$816.00
			Paint Black -Painted by request Black Black Default		
53	4	RCSB-L	Corner bracket - left black	\$26.00	\$104.00
			Paint Black -Painted by request Black Black Default		
54	4	RCSB-R	Corner bracket - right black	\$26.00	\$104.00
			Paint Black -Painted by request Black Black Default		
55	1	WS3MAS2448-NG	Worksurface 24d x 48w, 3mm all sides, no grommet	\$375.00	\$375.00
			Laminate Color Selection LAM-G2S Laminate Gen2 Select		
			LAM - Gen2 Select G2SL-wc Wild Cherry		
			3M Edge Band Selection EB-G2S Gen2 Select Edge		
			3M Gen2 Select G2SEB-BK Black		
56	4	LAT536	Lateral file - 5 drw 36w lock 9000 front 18 x 67-3/8h	\$3,484.00	\$13,936.00

Line	QTY	Item	Description	Sell Price	Extended
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
57	2	TB22-GUSC	T-Base 27-1/4"h x 22"w, black - for tables 23"d -30"d	\$424.00	\$848.00
			Paint Black -Painted by request    Black    Black Default		
58	1	9211	E-Z Stor Literature Org.-24 Compartment	\$290.46	\$290.46
			Color Option    BLR    Black		
Group Subtotal :					\$100,839.46

## Office 1

59	2	WSVC9914	Worksurface support bar 55-3/4" wide	\$179.00	\$358.00
			Paint Black -Painted by request    Black    Black Default		
60	3	CL16	C-Leg support 16"d	\$414.00	\$1,242.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
61	1	FB3	Flat bracket 3w	\$26.00	\$26.00
			Paint Black -Painted by request    Black    Black Default		
62	2	WS3M2464-SG	Worksurface 24d x 64w, 3M front, standard grommet	\$529.00	\$1,058.00
			Laminate Color Selection    LAM-G2S    Laminate Gen2 Select LAM - Gen2 Select    G2SL-wc    Wild Cherry 3M Edge Band Selection    EB-G2S    Gen2 Select Edge 3M Gen2 Select    G2SEB-BK    Black		
Group Subtotal :					\$2,684.00

## Office 2

63	3	CL16	C-Leg support 16"d	\$414.00	\$1,242.00
			Paint Selection    Paint    Gen2 Select PT- Gen2 Select    7207    Textured Black		
64	1	FB3	Flat bracket 3w	\$26.00	\$26.00
			Paint Black -Painted by request    Black    Black Default		



Line	QTY	Item	Description	Sell Price	Extended
65	2	WS3M2452-SG	Worksurface 24d x 52w, 3M front, standard grommet	\$455.00	\$910.00
		Laminate Color Selection	LAM-G2S Laminate Gen2 Select		
		LAM - Gen2 Select	G2SL-wc Wild Cherry		
		3M Edge Band Selection	EB-G2S Gen2 Select Edge		
		3M Gen2 Select	G2SEB-BK Black		
<b>Group Subtotal :</b>					\$2,178.00
<b>Order Subtotal:</b>					\$144,099.46
		State Term Contract - STS #800726 - 71%		-\$102,104.39	-\$102,104.39
		Stair Carry		\$720.00	\$720.00
		Delivery and Installation Included in STS Pricing		\$0.00	\$0.00
		Sales Tax - Exempt		\$0.00	\$0.00
<b>Grand Total :</b>					<b>\$42,715.07</b>

Line	QTY	Item	Description	Sell Price	Extended
------	-----	------	-------------	------------	----------

**Delivery and Installation (if applicable):**

Delivery and installation to be completed during normal business hours in one phase. Any additional work not specified above will be billed at \$60 per man-hour for normal business hours.

Unless indicated, our installation quote is based on a first floor location, and/or a suitable elevator is made available. Additional labor will be charged for stair carries.

National Office is not responsible for any electrical connections to the building's power source, nor is National Office responsible for the installation of data cabling and terminations.

**Reconfigurations (if applicable):**

Existing stations must be cleared of all materials and computers prior to the start of the reconfiguration.

Customer is responsible for the removal and connection of data lines and electrical connections to building.

Additional labor will be charged at \$60 per man-hour for straight-time work beyond the original project scope, and for work delays that are beyond the control of National Office.

Should any additional products be required to complete the reconfiguration, National Office will charge accordingly for the additional products.

**Payment Terms:**

50% down, balance COD. Should order be less than \$2000, payment is due at time of order. Terms are unless otherwise previously agreed or determined.

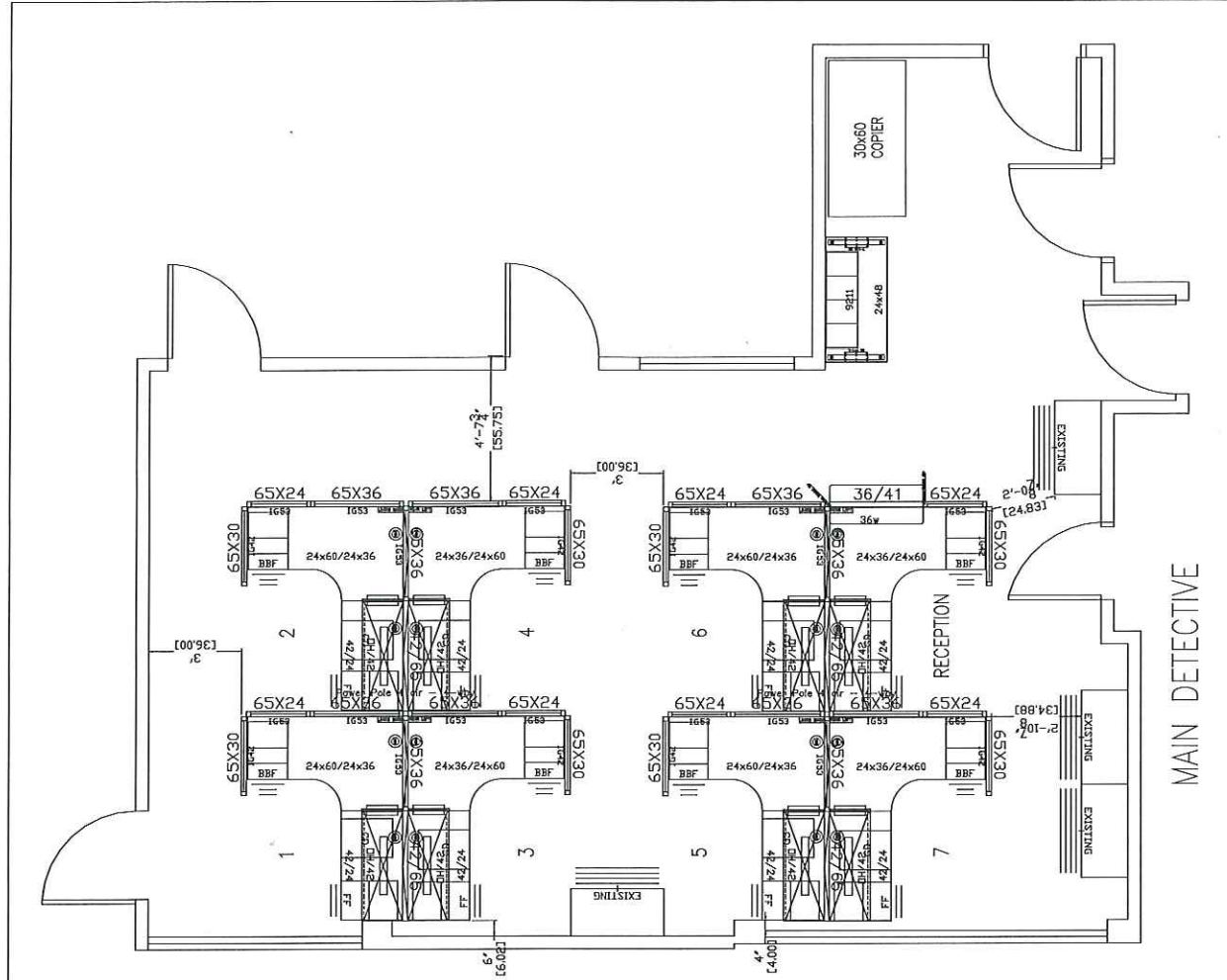
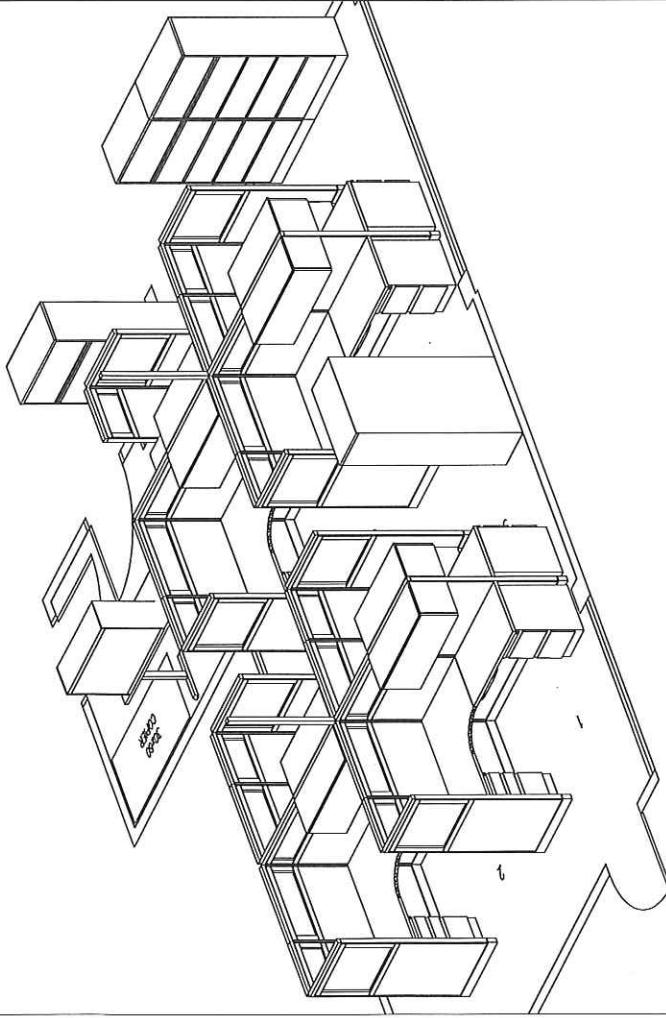
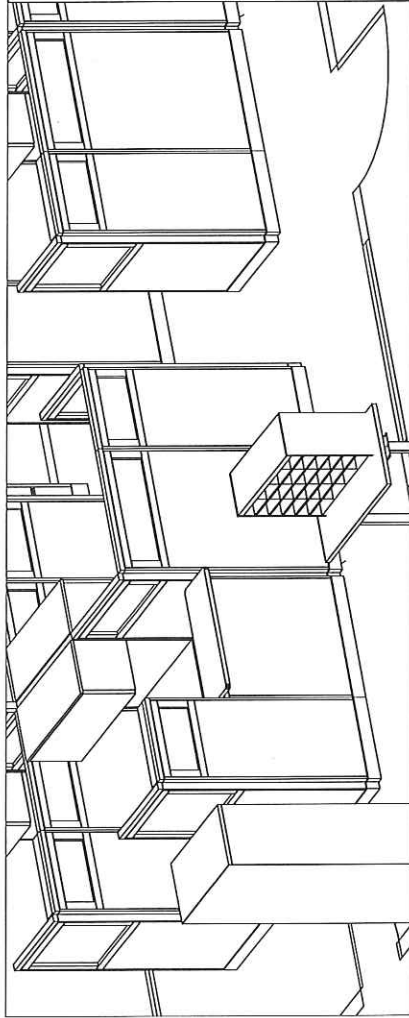
Payments made via credit card are subject to a 3% Convenience Fee.

Use P.O.

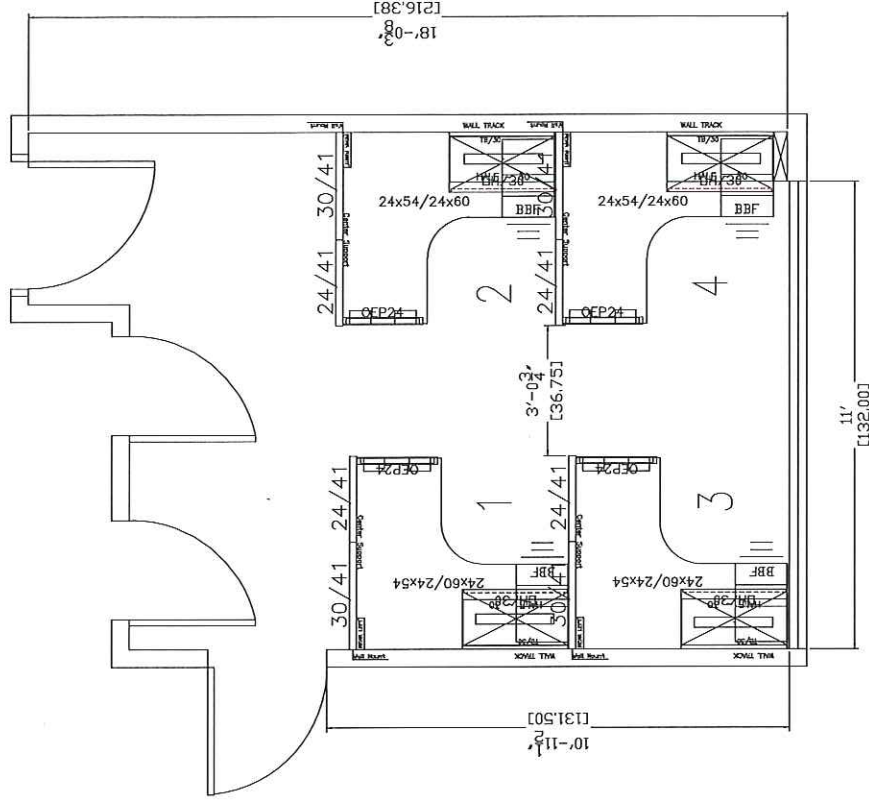
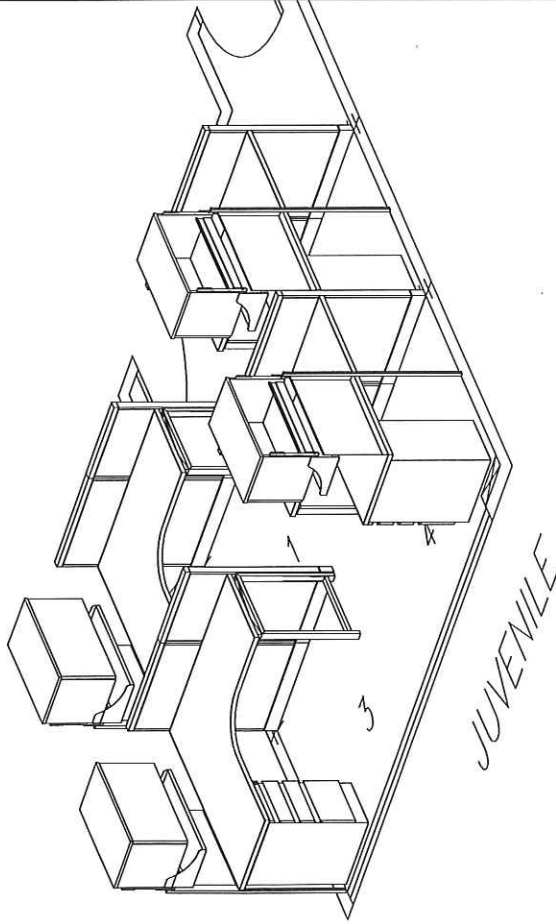
Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature above indicates acceptance of the quote as shown and acceptance of terms above.

Quote valid for 30 days unless otherwise specified

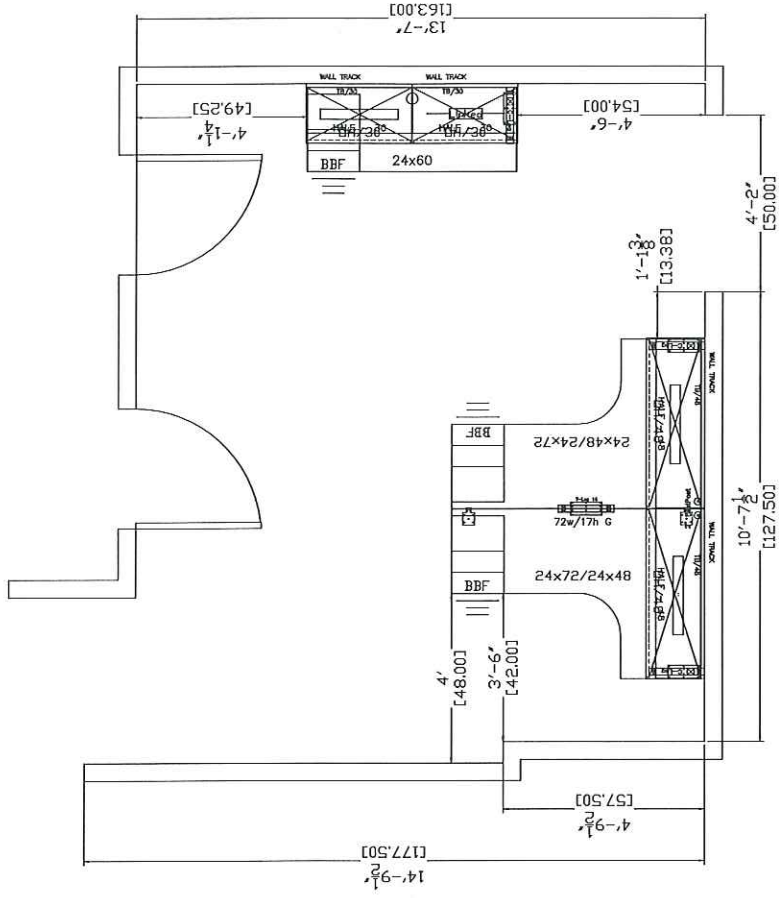
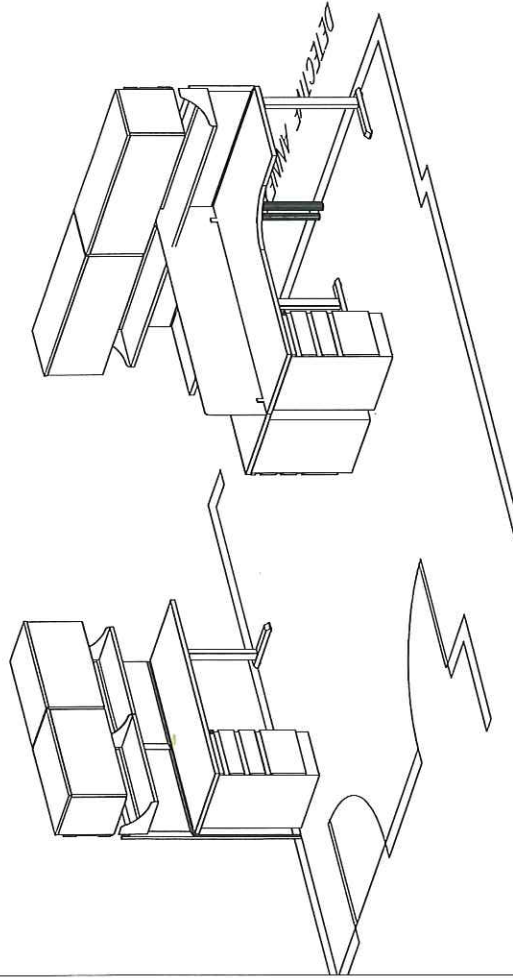






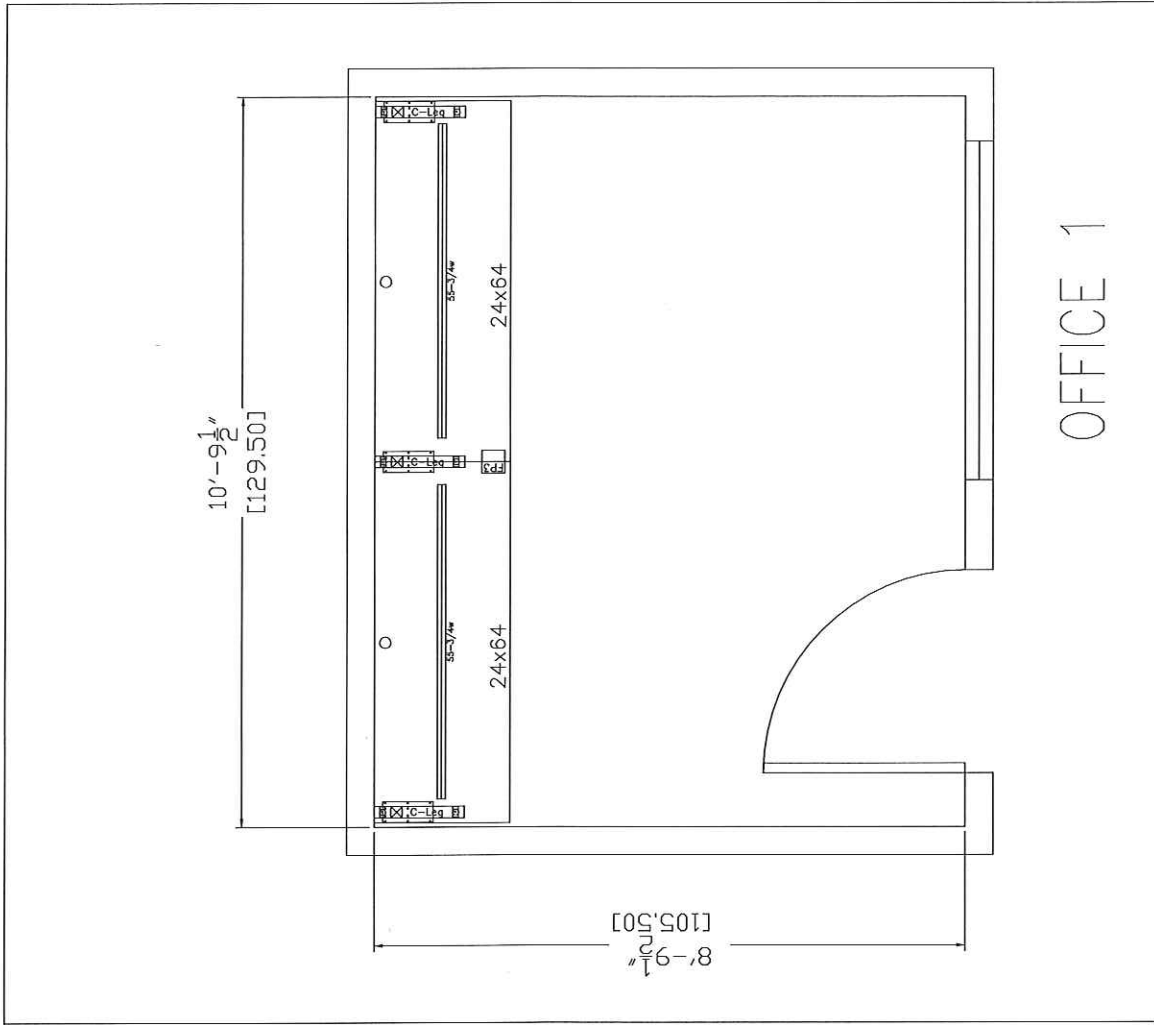
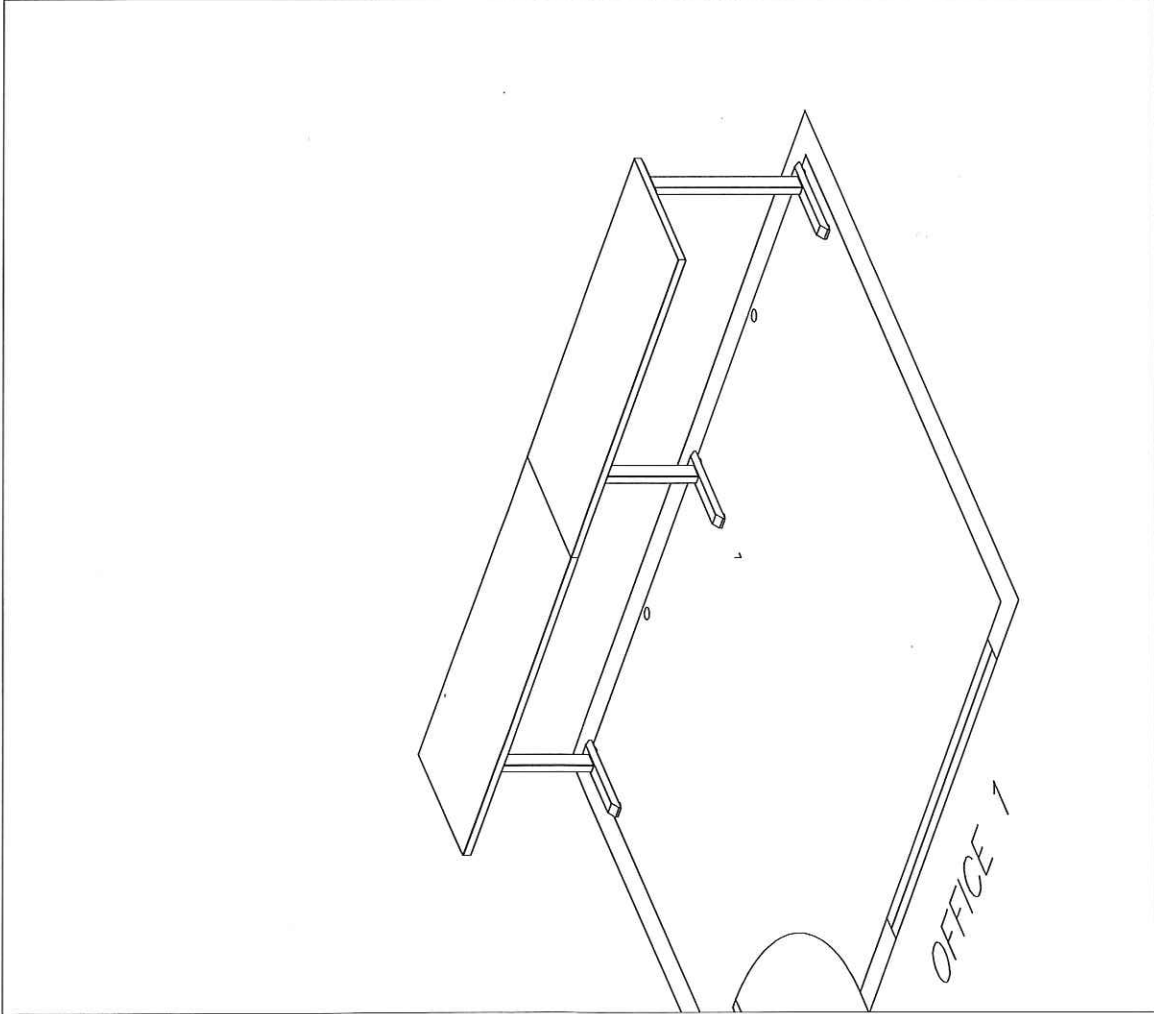
JUVENILE

<b>National Office</b> Manufacturer of Office Furniture 15552 Brookpoint Road Cleveland OH 44142 PH (216) 858-0080	<b>LAKESIDE POLICE DEPARTMENT - KT.DWG</b> INFORMATION INCLUDED ON THIS DOCUMENT IS SOLELY THE PROPERTY OF NATIONAL OFFICE SERVICES. THIS DOCUMENT MAY NOT BE USED OR COPIED WITHOUT WRITTEN CONSENT FROM NATIONAL OFFICE SERVICES.	Meta Team 7/18/2019 2:18 PM Approval / Date
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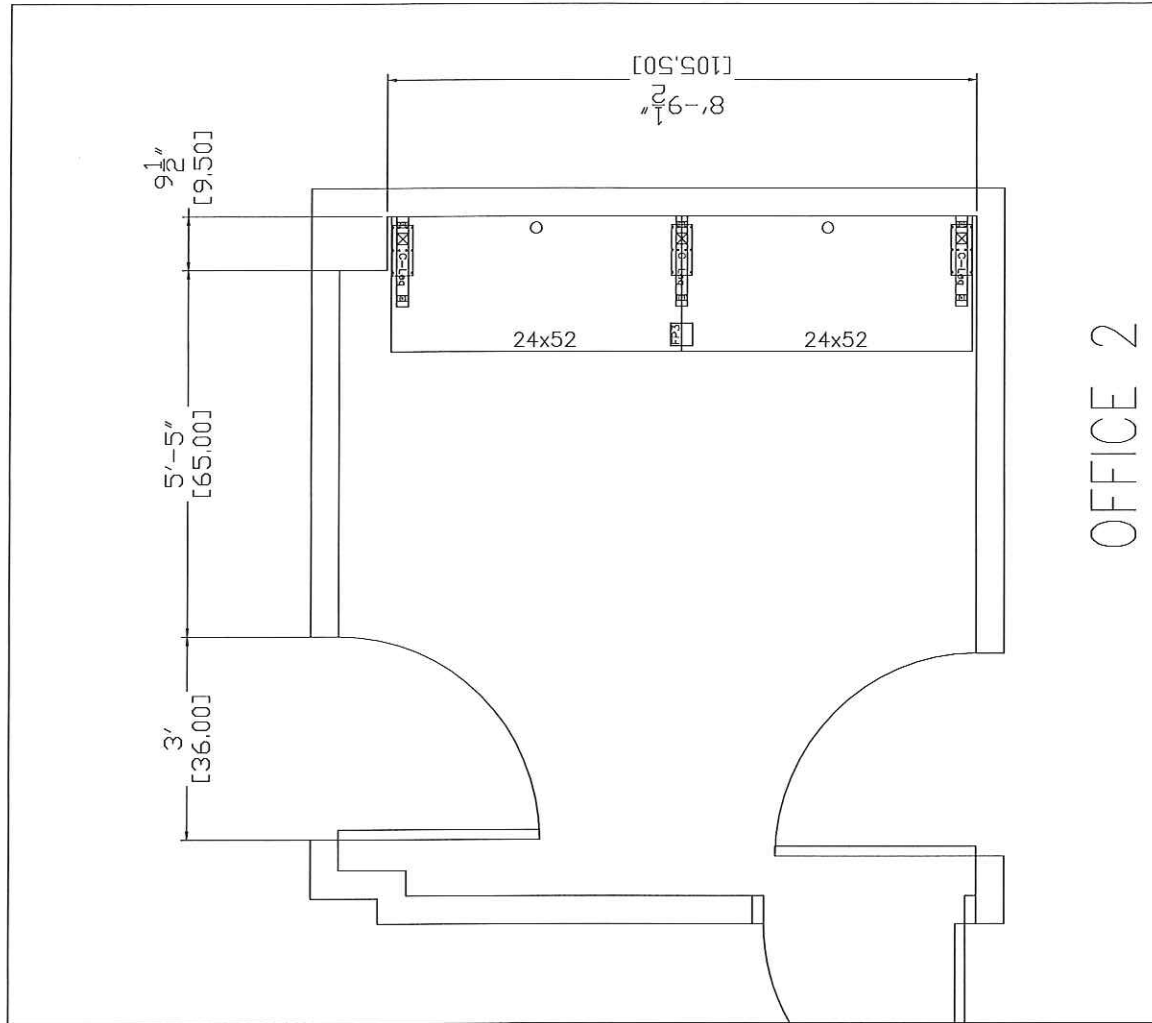
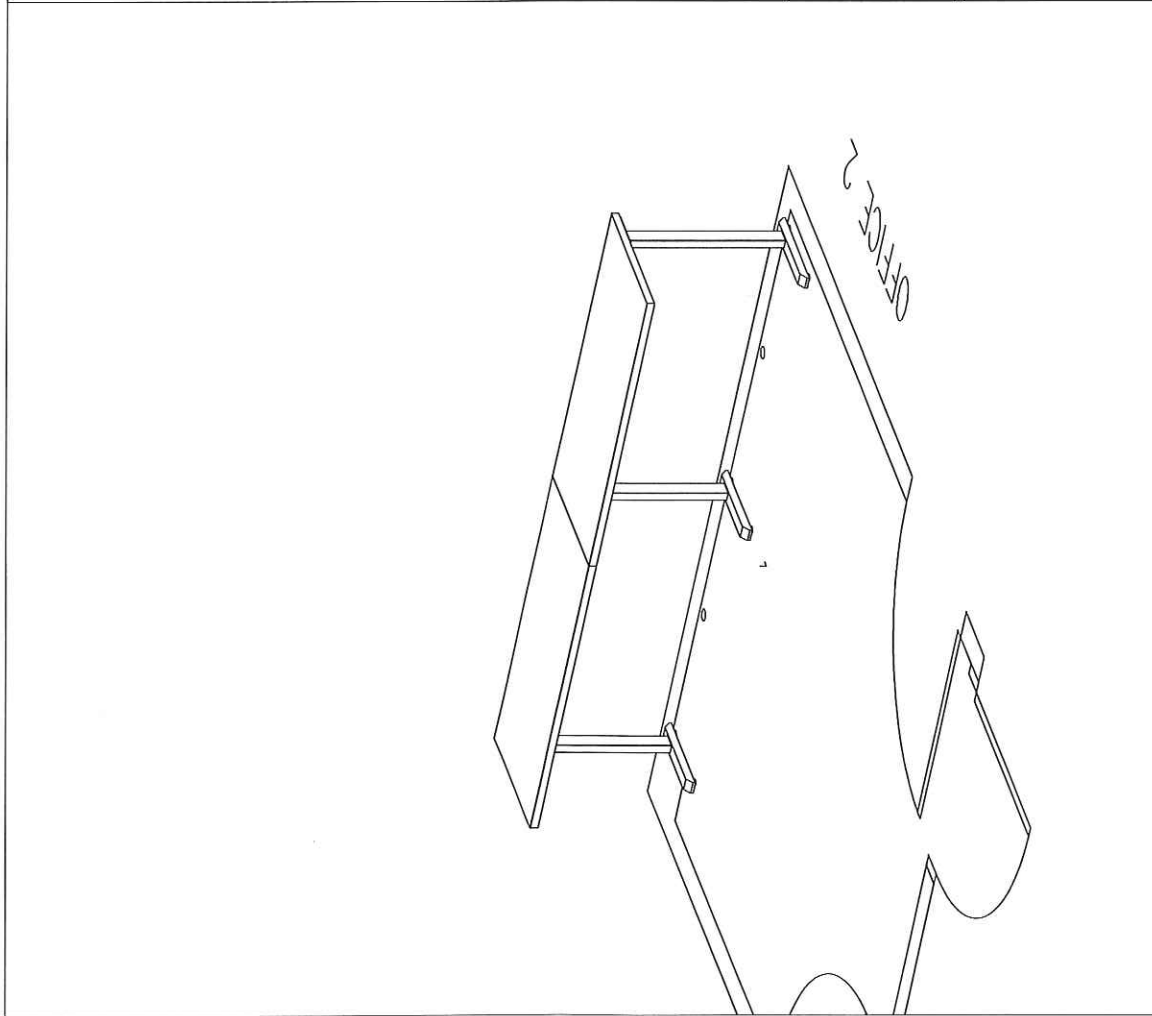
# DETECTIVE ANNEX

<p><b>National Office</b>          Manufacturer of Office Furniture          15502 Brookpark Road          Cleveland OH 44142          PH (216) 898-0080</p>	<p><b>LAKEWOOD POLICE DEPARTMENT - KT.DWG</b>          INFORMATION INCLUDED ON THIS DOCUMENT IS SOLELY THE PROPERTY OF NATIONAL OFFICE SERVICES. THIS DOCUMENT MAY NOT BE USED OR COPIED WITHOUT WRITTEN CONSENT FROM NATIONAL OFFICE SERVICES.</p>	<p>7/18/2019 2:20 PM          Approval / Date</p>
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<b>NationalOffice</b> Manufacturer of Office Furniture 15552 Brookpark Road Cleveland OH 44142 PH (216) 898-0080	<b>LAKESIDE POLICE DEPARTMENT - KT.DWG</b> INFORMATION INCLUDED ON THIS DOCUMENT IS SOLELY THE PROPERTY OF NATIONAL OFFICE SERVICES. THIS DOCUMENT MAY NOT BE USED OR COPIED WITHOUT WRITTEN CONSENT FROM NATIONAL OFFICE SERVICES.	6/18/2019 2:18 PM Approval / Date
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OFFICE 2

<b>NationalOffice</b> Manufacturer of Office Furniture 15557 Brookpark Road Cleveland OH 44142 ph (216) 898-0080	<b>LAKEWOOD POLICE DEPARTMENT - KT.DWG</b> INFORMATION INCLUDED ON THIS DOCUMENT IS SOLELY THE PROPERTY OF NATIONAL OFFICE SERVICES. THIS DOCUMENT MAY NOT BE USED OR COPIED WITHOUT WRITTEN CONSENT FROM NATIONAL OFFICE SERVICES.	Kara Tread 7/18/2019 2:19 PM Approval / Date
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STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

S & L GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 800726

EFFECTIVE DATES: 09/01/2018 TO 08/31/2020

**National Office Services Inc**

**STATE TERM SCHEDULE**

Index No. STS714  
Eff. Date 09/01/2018

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

CONTRACTOR, PRICES, TERM SCHEDULE, ETC.

Send Purchase Orders To:

Remit To:

OAKS Contract ID:

0000069883  
National Office Services Inc  
15655 BROOKPARK RD

800726

Brook Park, OH 44142

**Contractor Contacts:**

Mr. Greg Schneider

Telephone: (216) 898-0080

Fax:

Email: gschneider@natoffice.com

Delivery:

Terms:

30 Days A.R.O.- F.O.B. Destination

2% - 10, Net 30 Days

Basic Order Limitations ( Agencies should contact Procurement Services when they expect to exceed the Maximum Order Limitation. )

Minimum: \$100.00

Maximum: \$300,000.00

APPROVED PRODUCTS/SERVICES: Only those vendors, products, or services as listed in the price pages, approved by the Office of Procurement Services, may be purchased from this State Term Schedule. Any vendors, prices, terms, conditions, products or services not listed in the approve price sheets are outside the scope of this schedule.

MANDATORY USE CONTRACTS: All General Distribution Contracts (GDC), Limited Distribution Contracts (LDC), Multiple Award Contracts (MAC), and Request for Proposals (RFP) take precedence over this State Term Schedule (STS). This STS is only for governmental entities without a mandatory use contract.

EXCLUDED ITEMS: (State Agencies Only) in accordance with the Ohio Revised Code Section 5147.07, 125.60, through 125.6012, 5119.16 and 3304.28 through 3304.33 state agencies are required to purchase through Ohio Penal Industries (OPI); Community Rehabilitation Programs (CRP); Department of Mental Health and Addiction Services and Pharmacy Services (MHAS); and Opportunities for Ohioans with Disabilities (OOD). State agencies must obtain a waiver from OPI, CRP, DMHAS, Pharmacy Services, and/or OOD to procure from this schedule.

SPECIAL NOTE: The state of Ohio including but not limited to its agencies, boards, commissions, departments, state universities, state vocational schools, state community colleges of Ohio, and any entity authorized by law to use this State Term Schedule (STS) is not obligated to procure any products or services from this STS. This STS shall not be construed to prevent the state from purchasing products or services using other procurement methods as

Jan 31, 2019 3:56:32 PM EST

File Edit Commands Help

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Project 193018-Invest

Account types

Assets

Expenditures

Liabilities

Revenues

Encumbrances

Miscellaneous info

Pending transactio

Pre-encumbrances

Project detail balan

Project Information

Description: InvestigativeDivisionImpr

Status: Active

Estimate: 60,000.00

Type: GF General Fund

Sub type:

Start/stop dates: 1/01/2019 -

1st month of FY: 00

Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2019 Balance 60,000.00

Budget: 60,000.00

Actual: .00

Unposted: .00

Pre-encumbrance: .00

Encumbrance: .00

Pending: .00

Project Life-to-Date

FY(s): 0000 - 9999 Balance 60,000.00

Budget: 60,000.00

Actual: .00

Unposted: .00

Pre-encumbrance: .00

Encumbrance: .00

Pending: .00

Print

Cancel

Exit

Next project

Previous proj...

2018

2020

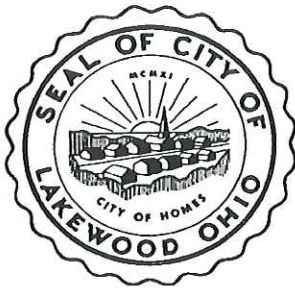
Project activit..

Change balan...

Account Number	Description	Budget	Actual
101-2010-421.86-12	Operating Equipment	60,000.00	

MW





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-042

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Professional Service Contract – Re: Legal Services**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Municipal Income Tax, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to Reimer, Arnovitz, Cherek & Jeffrey Co., LPA, in the amount of \$30,000 for professional legal services pertaining to the collection of income tax in Fiscal Year 2019.

Contracting Authority:	Ordinance 50-18 \$250,000
Contracting Balance:	\$250,000 / \$220,000
Funding:	General Fund
Account Distribution:	101-5010-412-30-04 \$110,000
Account Balance:	\$110,000 / \$80,000
Object Code:	Professional Services / Special Legal Services
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Commodity Code:	961-050
Bid Reference:	Professional Service

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____

Date: January 25, 2019

To: Kim Smith  
Procurement Officer

From: Patricia Chittock  
Assistant Finance Director I  
Municipal Income Tax

Re: Professional Services Contract  
Legal Services-Reimer, Arnovitz, Chernek & Jeffrey

Dear Ms. Smith,

I am requesting to award a contract to the law firm of Reimer, Arnovitz, Chernek & Jeffrey Co., LPA (formerly Babcock & Wasserman Co., LPA) in the amount of \$30,000 to provide professional services-special legal services for the Division of Municipal Income Tax. The law firm of Reimer, Arnovitz, Chernek & Jeffrey Co., LPA is located at:

Reimer, Arnovitz, Chernek & Jeffrey Co., LPA  
30455 Solon Road  
Solon, Ohio 44139

This contract is for post judgment delinquent collections such as bank attachments and garnishments providing revenue to the General Fund.

Funding can be found in the General Fund under account number 101-5010-412-30-04.

Respectfully,

Patricia L. Chittock  
Assistant Finance Director I  
Municipal Income Tax

Jan 31, 2019 12:33:44 PM EST

File Edit Commands Help

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NavLine

101-5010-412.30-04

Account miscellane

Budget miscellane

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Professional Services / Special Legal Services

Fiscal year: 2019 Dr

Budget: 110,000.00

Committed: 80,000.00

Balance: 30,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	16,612.78	16,612.78
Q 02 February	.00	16,612.78
Q 03 March	.00	16,612.78
Q 04 April	.00	16,612.78
Q 05 May	.00	16,612.78

Payment information

Vendor	(* indicates pending)	Total
REIMER, ARNOVITZ, CHERNEK &		6,835.67
WEINER & ASSOCIATES CO., KEITH		9,777.11

Encumbrances

PO #	Vendor	Balance
090273	REIMER, ARNOVITZ, CHE	23,164.33
090275	WEINER & ASSOCIATES C	40,222.89

Pre Encumbrances

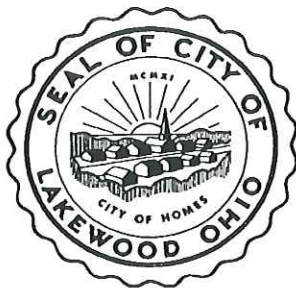
Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	110,000.00
Department	50	Finance	Revised Budget	.00
Division	10	Income Tax	Current expenditures	16,612.78
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	63,387.22
Object	04	Special Legal Services	Unposted encumbrances	.00
			Pre-encumbrances	.00

MMV





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-043

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Professional Service Contract – Re: Legal Services**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Municipal Income Tax, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to the firm of Keith D. Weiner & Associates Co., LPA in the amount of \$50,000 for professional legal services pertaining to the collection of income tax in Fiscal Year 2019.

Contracting Authority:	Ordinance 50-18 \$250,000
Contracting Balance:	\$220,000 / \$170,000
Funding:	General Fund
Account Distribution:	101-5010-412-30-04 \$110,000
Account Balance:	\$80,000 / \$30,000
Object Code:	Professional Services / Special Legal Services
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	961-050
Bid Reference:	Professional Service

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____

Date: January 25, 2019

To: Kim Smith  
Procurement Officer

From: Patricia Chittock  
Assistant Finance Director I  
Municipal Income Tax

Re: Professional Services Contract  
Legal Services-Keith D. Weiner & Assoc. Co. LPA

Dear Ms. Smith,

I am requesting to award a contract to the law firm of Keith D. Weiner & Assoc. Co. LPA in the amount of \$50,000 to provide professional services-special legal services for the Division of Municipal Income Tax. The law firm of Keith D. Weiner & Assoc. Co. LPA is located at:

Keith D. Weiner & Assoc. Co. LPA  
75 Public Square 4<sup>th</sup> Floor  
Cleveland OH 44113

This contract is for post judgment delinquent collections such as bank attachments and garnishments providing revenue to the General Fund.

Funding can be found in the General Fund under account number 101-5010-412-30-04.

Respectfully,

Patricia L. Chittock  
Assistant Finance Director I  
Municipal Income Tax

Jan 31, 2019 12:33:44 PM EST

File Edit Commands Help

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101-5019-412.30-04

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Professional Services / Special Legal Services

Fiscal year: 2019

Budget: 110,000.00

Committed: 80,000.00

Balance: 30,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	16,612.78	16,612.78
Q 02 February	.00	16,612.78
Q 03 March	.00	16,612.78
Q 04 April	.00	16,612.78
Q 05 May	.00	16,612.78

Payment information

Vendor	Total
REIMER, ARNOVITZ, CHERNEK &	6,835.67
WEINER & ASSOCIATES CO., KEITH	9,777.11

Encumbrances

PO #	Vendor	Balance
090273	REIMER, ARNOVITZ, CHE	23,164.33
090275	WEINER & ASSOCIATES C	40,222.89

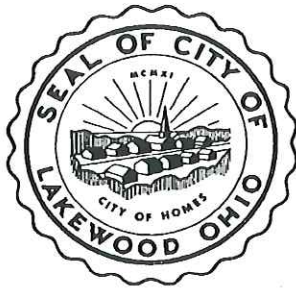
Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	110,000.00
Department	50	Finance	Revised Budget	.00
Division	10	Income Tax	Current expenditures	16,612.78
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	63,387.22
Object	04	Special Legal Services	Unposted encumbrances	.00
			Pre encumbrances	.00





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-044

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Software Support – Municipal Income Tax**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Municipal Income Tax, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract with Municipal Income Tax Solutions in the amount of \$14,300 to provide annual software support for the City's income tax software for fiscal year 2019.

Municipal Income Tax Solutions is the sole source provider for this computer software support.

Contracting Authority:	Ordinance 50-18 \$575,000
Contracting Balance:	\$399,490 / \$385,190
Funding:	General Fund
Account Distribution:	101-5010-412-52-07 \$15,000
Account Balance:	\$15,000 / \$700
Object Code:	Service Agreements - Computer
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	208-000
Bid Reference:	Sole Source - Proprietary

Kim Smith  
Purchasing Manager

	Approved	Disapproved	Date
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers Mayor</b>	_____	_____	_____

Date: January 25, 2019

To: Kim Smith  
Procurement Officer

From: Patricia Chittock  
Assistant Finance Director I  
Municipal Income Tax

Re: Software Annual Support

Dear Ms. Smith,

Enclosed you will find an Invoice in the amount of \$14,300, for annual support for municipal income tax software supplied by our vendor:

Municipal Income Tax Solutions  
7550 Lucerne Dr.  
Middleburg Heights, OH 44107

Annual support is included for several components as described in the invoice to include e-File hosting and maintenance.

As you are aware, the Division is very satisfied with this software package and has found tremendous value in the database and rental property tracking system.

Funding for this invoice can be found in the General Fund under account number 101-5010-412-52-07

Respectfully,

Patricia Chittock  
Assistant Finance Director I  
Municipal Income Tax



**MUNICIPAL INCOME TAX SOLUTIONS**

*A subsidiary of BGI*

7550 Lucerne Dr  
Ste 306  
Cleveland, OH 44130  
440-891-9100

## Invoice

City of Lakewood  
Patti Chittock  
12805 Detroit Ave.  
Lakewood, OH 44107

**Invoice # - 3212**

**Date - 1/1/2019**

P.O. No.		Terms	Customer No.
		Net 15	1188
Description	Qty	Rate	Amount
Annual Support Agreement - Municipal Income Tax Solutions Software - Base Package		5,570.00	5,570.00
Annual Support Agreement - Municipal Income Tax Solutions Software - Word Module		280.00	280.00
Annual Support Agreement - Municipal Income Tax Solutions Software - Imaging Module		2,465.00	2,465.00
Annual Support Agreement - Municipal Income Tax Solutions Software - ACH Module		1,120.00	1,120.00
Annual Support Agreement - Municipal Income Tax Solutions Software - CCA Module		560.00	560.00
Annual Support Agreement - Municipal Income Tax Solutions Software - eFile Module		4,055.00	4,055.00
Municipal Income Tax Solutions - eFile Hosting		250.00	250.00
01/01/19 thru 12/31/19			
		<b>Total</b>	<b>\$14,300.00</b>



Jan 31, 2019 12:46:48 PM EST

File Edit Commands Help

101-5010-412.52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Service Agreements / Computer

Fiscal year: 2019

Budget: 15,000.00

Committed: 14,300.00

Balance: 700.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	14,300.00	14,300.00
Q 02 February	.00	14,300.00
Q 03 March	.00	14,300.00
Q 04 April	.00	14,300.00
Q 05 May	.00	14,300.00

Payment information

Vendor	(* indicates pending)	Total
MUNICIPAL INCOME TAX SOLUTIONS		14,300.00

Encumbrances

PO #	Vendor	Balance
090271	MUNICIPAL INCOME TAX	.00

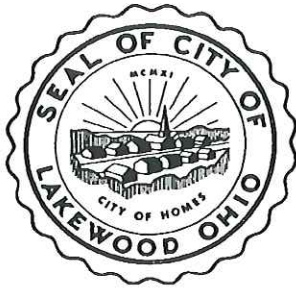
Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	101	General Fund	Original Budget	15,000.00
Department	50	Finance	Revised Budget	.00
Division	10	Income Tax	Current expenditures	14,300.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	52	Service Agreements	Encumbrances	.00
Object	07	Computer	Unposted encumbrances	.00

MW



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-045

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Amend Contract – Construction of (2) Attached Single-Family Homes at 12318 Plover**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning and Development, Division of Community Development, and the attached letter of recommendation, I am submitting for your consideration this request to amend a contract with Payne & Payne Custom Builders, Inc. in the amount of \$20,000 for unforeseen costs associated with design fees for “as built” drawings (for condo plat), utilities, materials & concrete for the Construction of (2) Attached Single-Family Homes at 12318 Plover. Contract award to Payne & Payne Custom Builders, Inc. now totals \$333,085.

Payne & Payne Custom Builders, Inc. was selected to submit a proposal for this project based on their response to RFQ No. 16-008 & becoming pre-qualified for the Finance, Design and Build New Infill Housing in Lakewood’s Historic Birdtown Neighborhood.

Contracting Authority:	Ordinance 51-18 \$4,400,000
Contracting Balance	\$4,400,000 / \$4,380,000
Funding:	HOME Investment Program
Account Distribution:	242-7030-461-26-04 Proj #162103 \$100,000
Account Balance:	(\$213,085) / (\$233,085)
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity:	909-054
Object Code:	12318 Plover
Bid Reference:	RFQ 16-008

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jenn Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



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# MEMORANDUM

---

**DATE:** January 18, 2019

**TO:** Kim Smith  
Procurement

**FROM:** Mary Leigh   
Community Development

**Re:** Birdtown Infill Project – Final Change Order

---

Payne and Payne requested a final change order in the amount of \$19,628. Unforeseen costs associated with design fees for “as built” drawings (for condo plat), utilities, materials and concrete are the primary reasons for this increase. The total building cost from the developer is changing from \$313,085 to \$332,413 making the final per unit construction cost \$166,207.

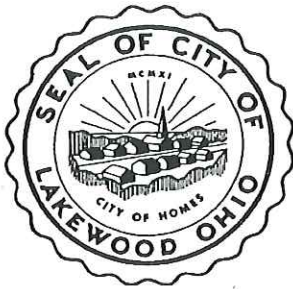
Attached is a spreadsheet showing how all costs associated with the project were distributed. Due to the Payne and Payne changing accounting systems during construction, not all line items correspond to the original budget. This also contributed to the delay in submitting for the change order as they had to reconcile between both systems.

I'm happy to answer any questions regarding this request.



	Base House General Specifications				
	1st Floor sq. ft				
	2nd Floor sq. ft				
	Garage sq ft	460			
	Unit A&B - Net Finished sq ft	2,910			
	Porch/Decks sq ft	0			
Cost Code	Description	Budget	Billed	Over/Under	Comments
3	Lakewood Requirement	\$8,400.00	\$8,912.00	(\$512)	
8	Architectural Fee		\$3,724.50	(\$3,725)	
9	Survey/As Built		\$448.00	(\$448)	Garage layout - Belongs in Garage Fill Change Order
11	Site Prep - Clearing		\$650.00	(\$650)	tree removal required for garage drive construction
14	Gas Electric	\$1,216.00	\$1,216.00	\$0	Garage Excavation
15	Excavation	\$9,861.00	\$17,431.00	(\$7,570)	Includes costs for Garage Change Order.
16	Backfill and Rough Grade	\$600.00	\$600.00	\$0	
17	Final Grade	\$500.00	\$0.00	\$500	
18	Hauling	\$12,000.00	\$6,448.00	\$5,552	
23	Construction Drive	\$1,060.00	\$0.00	\$1,060	
24	Finish Drive	\$2,710.00	\$0.00	\$2,710	
25	Foundation	\$19,196.00	\$21,136.00	(\$1,940)	Garage Foundation
25.5	Waterproofing - Delta MS	\$1,040.00	\$715.50	\$325	
29	Interior Fill Bsmt (included)	\$600.00	\$620.10	(\$20)	
30	Interior Fill Garage	\$1,680.00	\$0.00	\$1,680	
31	Steel	\$2,630.00	\$3,137.18	(\$507)	
32	Frame Materials	\$32,657.00	\$38,351.93	(\$5,695)	Increase in material costs for the garage lumber
33	Windows	\$6,400.00	\$7,706.39	(\$1,306)	
33.5	Doors	\$2,359.00	\$2,359.00	\$0	
34	Frame Labor	\$21,983.00	\$23,017.18	(\$1,034)	Based on the layout of the house, angles were difficult/time consuming
35	OH Doors	\$1,670.00	\$1,580.00	\$90	Cost was \$790 per garage door, not accurately depicted on invoices
37	Roofing: Material	\$3,840.00	\$4,910.34	(\$1,070)	Material increase over the past year
38	Roofing: Labor	\$4,900.00	\$4,605.00	\$295	
39	Exterior Cladding	\$5,645.00	\$16,308.12	(\$10,663)	This includes siding and fascia/soffit material
40	Gutters	\$1,463.00	\$1,642.00	(\$179)	
41	Interior - Basement	\$5,950.00	\$5,700.00	\$250	
42	Exterior - garage	\$1,460.00	\$7,300.00	(\$5,840)	Additional sidewalk and finished detail required by inspection
43	Walk/Porch - Concrete	\$3,800.00	\$750.00	\$3,050	
44	Plumbing: Base	\$21,313.00	\$16,398.43	\$4,915	
46	Heating: Base	\$13,900.00	\$13,900.00	\$0	
47	Electric: Base	\$9,270.00	\$10,713.80	(\$1,444)	Minor repairs needed, we believe there was some minor tampering
48	Lighting Allowance	\$2,743.00	\$2,228.06	\$515	
50	Insulation	\$3,751.00	\$4,530.49	(\$779)	
51	Drywall	\$16,553.00	\$15,274.72	\$1,278	
52	Trim Material	\$6,152.00	\$6,119.86	\$32	
53	Trim Labor	\$4,999.00	\$7,352.40	(\$2,353)	Based on the layout of the house, angles were difficult/time consuming
54	Cabinets	\$4,000.00	\$3,869.30	\$131	
54.5	Tops	\$3,815.00	\$4,121.43	(\$306)	
55	Mirrors/Shower Doors	\$2,350.00	\$0.00	\$2,350	
56	Appliances	\$5,464.00	\$4,359.00	\$1,105	
57	Interior Paint	\$4,552.40	\$1,000.00	\$3,552	
58	Exterior Paint	\$1,200.00	\$10,953.30	(\$9,753)	A portion of these costs are interior painting/Stained exterior decks
59	Flooring	\$6,650.00	\$6,542.59	\$107	
61	Clean	\$1,164.00	\$1,702.00	(\$538)	Duplexes were re-cleaned
62	Dumpsters	\$2,250.00	\$1,715.40	\$535	
63	KF Mailbox/Landscaping		\$112.96	(\$113)	
66	Utilities	\$340.00	\$3,393.35	(\$3,053)	Additional utility costs for garage foundation delay
67	Miscellaneous		\$507.41	(\$507)	
70	Contingency	\$2,970.00	\$2,320.00	\$650	Includes future bill for lattice work on front porches \$950
72	Sediment & Erosion Control/Landscaping	\$5,000.00	\$5,500.00	(\$500)	Completed - DT Landscaping
73	Misc. Credit Card Purchases		\$719.93	(\$720)	
74	Management & OH	\$25,000.00	\$25,000.00	\$0	
CO1	Garage fill Change Order	\$16,029.00	\$7,185.00	\$8,844	Cost allocated in other cost codes above
	TOTAL CONTRACT	\$313,085.40	\$334,787.67		





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-17-220

December 4, 2017

Board of Control  
City of Lakewood, Ohio 44107

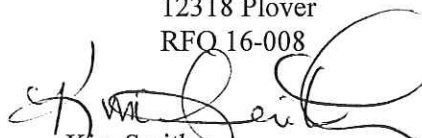
**Subject: Amend Contract – Construction of (2) Attached Single-Family Homes at 12318 Plover**

Dear Members of the Board:





Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning and Development, Division of Community Development, and the attached letter of recommendation, I am submitting for your consideration this request to amend a contract with Payne & Payne Custom Builders, Inc. in the amount of **\$13,085** for additional work required to pour garage slab and prepare garage site for the Construction of (2) Attached Single-Family Homes at 12318 Plover. Contract award to Payne & Payne Custom Builders, Inc. now totals **\$313,085**.

Payne & Payne Custom Builders, Inc. was selected to submit a proposal for this project based on their response to RFQ No. 16-008 & becoming pre-qualified for the Finance, Design and Build New Infill Housing in Lakewood's Historic Birdtown Neighborhood.

Contracting Authority:	Ordinance 53-16 \$1,850,000
Contracting Balance	\$263,198 / \$250,113
Funding:	HOME Investment Program
Account Distribution:	242-7030-461-26-04 Proj #162103 \$100,000
Account Balance:	(\$200,000) / (\$213,085)
Contract Approved by Law:	Yes _____ / No _____ / PO <u>X</u> / C/C _____
Commodity:	909-054
Object Code:	12318 Plover
Bid Reference:	RFQ 16-008

  
Kim Smith  
Purchasing Manager

Previous  
Amend

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works		_____	12/4/17
Kevin M. Butler, Director of Law		_____	12/4/17
Jenn Pae, Director of Finance		_____	12/4/17
Michael P. Summers, Mayor		_____	12-4-17





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-16-195

August 8, 2016

Board of Control  
City of Lakewood, Ohio 44107

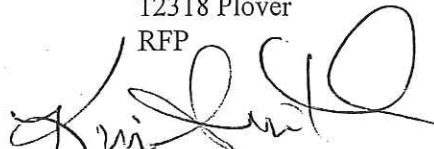
**Subject: Award of Contract – Construction of (2) Attached Single-Family Homes at 12318 Plover & 2107 Robin**

Dear Members of the Board:

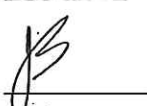



Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning and Development, Division of Community Development, and the attached letter of recommendation, I am submitting for your consideration this request to enter into a contract with Payne & Payne Builders, Inc. in the amount of **\$300,000** for the Construction of (2) Attached Single-Family Homes.

Payne & Payne Builders, Inc. was selected to submit a proposal for this project based on their response to RFQ No. 16-008 & becoming pre-qualified for the Finance, Design and Build New Infill Housing in Lakewood's Historic Birdtown Neighborhood.

Contracting Authority:	Ordinance 37-15 \$4,400,000
Contracting Balance	\$4,195,659 / \$3,895,659
Funding:	HOME Investment Program
Account Distribution:	242-7030-461-26-04 Proj #162103 \$100,000
Account Balance:	\$100,000 / (\$200,000)
Contract Approved by Law:	Yes _____ / No _____ / PO _____
Object Code:	12318 Plover
Bid Reference:	RFP

  
Kim Smith  
Purchasing Manager

Original  
Award

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works		_____	8/8/16
Kevin M. Butler, Director of Law		_____	8/8/16
Jenn Pae, Director of Finance		_____	8/8/16
Michael P. Summers, Mayor		_____	8-8-16



Jan 31, 2019 1:01:39 PM EST
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Project 162103-HOME
Account types
Assets
Expenditures
Liabilities
Revenues
Encumbrances
Miscellaneous info
Pending transactio
Pre-encumbrances
Project detail balan

**Project Information**
Description: HOME: 12318 Plover  
Status: Active  
Estimate: 130,000.00  
Type: ML Multiple Sources  
Sub type: GR Grant & City Match  
Start/stop dates: 1/01/2016 -  
1st month of FY: 00  
Source of funds:

**Project Code**  
There are no user defined code fields for this project

**Project Year-to-Date**
FY: 2019 Balance 1,090.  
Budget: .00  
Actual: 1,090.30  
Unposted: .00  
Pre-encumbrance: .00  
Encumbrance: .00  
Pending: .00

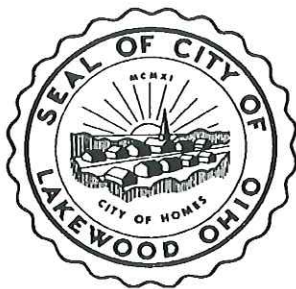
**Project Life-to-Date**
FY(s): 0000 - 9999 Balance 226,164.65  
Budget: 150,000.00  
Actual: 376,164.65  
Unposted: .00  
Pre-encumbrance: .00  
Encumbrance: .00  
Pending: .00

Print
Cancel
Exit
Next project
Previous proj...
2018
2020
Project activit...
Change balan...

Account Number	Description	Budget	Actual
101-7001-461.93-02	Economic Development	.00	1,608
101-7001-461.93-03	Property Reinvestment	30,000.00	60,217
240-7084-461.39-10	Contractual Services / Other	20,000.00	13,285
242-7030-461.26-04	HOME Program / HOME Construction	100,000.00	301,053

MW





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-046

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Carpet/Flooring & Installation Services – Division of Parks & Public Properties**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Parks & Public Properties, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Northern Flooring Specialists in the amount of \$11,500 for the provision and installation of flooring upgrades as part of the Investigative Division Improvements Project.

Northern Flooring Specialists to provide labor & materials for flooring installation through the rules established by the State of Ohio Cooperative Purchasing Program; STS721, Contract #800483-2.

Contracting Authority:	Ordinance 60-18 \$1,750,000
Contracting Balance:	\$1,052,000 / \$1,040,500
Funding:	General Fund
Account Distribution:	101-3010-451-39-10 \$175,000
Account Balance:	\$163,767 / \$152,267
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Contractual Services
Commodity Code:	306-000
Bid Reference:	State of Ohio Cooperative Purchasing Program

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____





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INTEROFFICE MEMORANDUM

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To: KIM SMITH  
FROM: KURT MATEJ  
SUBJECT: 2019 CONTRACTUAL SERVICES FOR CARPET AND FLOORING  
DEPT: PARKS ACCOUNT LINE 101-3010-451.39-10  
DATE: 01/28/2019  
CC: JOSEPH BENO

---

Public Works is requesting spending authority up to \$11,500 for flooring upgrades for the following rooms:

Main Detective office and Juvenile Detective office

Funds are available in Parks 39-10 account

Detailed descriptions see attached quotes

**Final Quote** from vendor, awarded to Northern Flooring Specialists  
6111 Carey Drive Valley View, Ohio

Services provided under State of Ohio index number: STS721  
Contract Number 800483-2

Not to exceed \$11,500.00



January 28, 2019

Kurt Matej  
City of Lakewood  
12650 Detroit AVE  
Lakewood, OH 44107

**OHIO STATE TERM SCHEDULE PROPOSAL: NORTHERN FLOORING SPECIALISTS**  
**OAKS ID NUMBER: 800483-2**

PROJECT: DETECTIVE BUREAU – JUVENILE OFFICE - ANNEX

Northern Flooring Specialists proposes to furnish and install the following products in areas as specified.  
All pricing for material and labor is per the Ohio State Term Schedule.

Material:	Shaw Contract Group 5T034 Path Tile Color: 34500 Ebony	
	213sy @ \$ 29.22/sy	\$ 6,223.86
Material:	Shaw Contract Group 5100 Pressure Sensitive Adhesive	
	2 Pails @ \$ 83.96	\$ 167.92
Labor:	Install Carpet Tile	
Quantity:	213sy @ \$ 8.50/sy	\$ 1,810.50
Labor:	Removal/Disposal of Carpet	
Quantity:	90sy @ \$ 3.00/sy	\$ 270.00
Labor:	Floor Prep/Patching	
Quantity:	1,917 @ \$ .35/sf	\$ 670.95
Labor:	Vinyl Base Labor/Material	
Quantity:	600/lf @ \$ 2.75/lf	\$ 1,650.00

Project Management Fee @ 10% of Material Costs	\$ 639.18
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<b>Total Project Price:</b>	<b>\$ 11,432.41</b>
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\_\_\_\_\_  
Signature of Proposal Acceptance

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO#

Northern Flooring Specialists  
6111 Carey Dr. Suite 2  
Valley View, OH 44125

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

S & L GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 800483

EFFECTIVE DATES: 02/01/2016 TO 01/31/2019  
Renewal through 01/31/2020

The Department of Administrative Services has completed the evaluation and analysis of the State Term Schedule (STS) offering submitted by the Contractor as listed herein. The Contractor listed herein has been determined to provide competitive, economical and reasonable pricing for the items contained in their offer. The respective offer, including the Standard Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this State Term Schedule.

Dealer Index

Dealer Name & Address

Remit To:

OAKS Contract ID:

MBE Participation  
0000213291  
Northern Flooring Specialists inc.  
5281 W. 161 St  
Brookpark, OH 44142

800483-2



Dealer's Contact:

Name	Phone	Fax	Email Address
Jeremy Waiters	(440) 503-9252	(216) 898-4880	jeremy@northernflooring.biz

Dealer Name & Address

Remit To:

OAKS Contract ID:

MBE Participation 0000168876 Precision Industrial Services, Inc. 2445 Parliament Square Toledo, OH 43617	0000168876 Precision Industrial Services, Inc. PO Box 637258 Cincinnati, OH 45263-7258
--	---

800483-3



Dealer's Contact:

Name	Phone	Fax	Email Address
Mr. Darrel Francis	(419) 843-2530		dfrancis@precision-serve.com

Dealer Name & Address

Remit To:

OAKS Contract ID:

EDGE  
0000064533  
King Business Interiors, Inc.  
6155 HUNTLEY RD, STE D  
COLUMBUS, OH 43229

800483-1



Dealer's Contact:

Name	Phone	Fax	Email Address
Mr. Bo Comer	(614) 430-0020 x131	(614) 430-0022	bcomer@kbiinc.com

Dealer Name & Address

Remit To:

OAKS Contract ID:

Jan 31, 2019 1:18:05 PM EST

File Edit Commands Help

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101-3010-451.39-10

Account miscellane

Budget miscellane

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Contractual Services / Other

Fiscal year: 2019

Budget: 175,000.00

Committed: 94,350.00

Balance: 80,650.00

Project Data

Project Entry Optional

187002

Wagar Park Desi

66,200.00-

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	11,232.29	11,232.29
Q 02 February	.00	11,232.29
Q 03 March	.00	11,232.29
Q 04 April	.00	11,232.29
Q 05 May	.00	11,232.29

Payment information

Vendor	Total
ACTION DOOR	1,004.79
TREASURER, STATE OF OHIO	337.50
BRANDSTETTER CARROLL, INC.	9,890.00

Encumbrances

PO #	Vendor	Balance
090088	CLEVELAND DOOR CONTRO	500.00
090097	PERPENDICULAR PRODUCT	5,000.00
090098	SMITH MARBLE RESTORAT	7,000.00
090099	TREASURER, STATE OF O	2,662.50
090105	ACTION DOOR	.00
090109	B-K GLASS COMPANY	500.00
090114	CUI CHORES UNLIMITED	.00

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	175,000.00
Department	30	Public Works	Revised Budget	.00
Division	10	Parks	Current expenditures	11,232.29
Activity basic	45	Culture and Recreation	YTD expenditures	.00
Sub activity	1	Culture and Recreation	Unposted expenditures	.00
Element	39	Contractual Services	Encumbrances	83,117.71
Object	10	Other	Unposted encumbrances	.00

Original Budget

175,000.00

Revised Budget

.00

Current expenditures

11,232.29

YTD expenditures

.00

Unposted expenditures

.00

Encumbrances

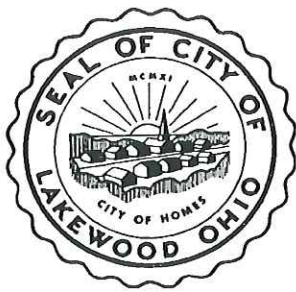
83,117.71

Unposted encumbrances

.00

MVV





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-047

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Migration Project to Office 365**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Information Technology, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to BPI Information Systems, Inc. in an amount not to exceed \$95,000 for the Licensing, Software and/ Professional Service Support Hours of the city's Migration to Office 365.

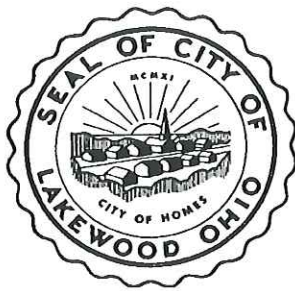
Licensing, Software and Professional Service Support Hours for the city's Migration to Office 365 will be purchased through U.S. General Services Administration (GSA) Contract GS-35F-0511T.

Contracting Authority:	Ordinance 59-18 \$4,600,000
Contracting Balance:	\$4,517,180 / \$4,422,180
Funding:	General Fund
Account Distribution:	101-5050-412-86-12 Project #193028 \$175,000
Account Balance:	\$175,000 / \$80,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Migration to Office 365
Commodity Code:	920-047
Bid Reference:	U.S. General Services Administration

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-048

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Migration Project to Office 365**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, Division of Information Technology, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to Dell Marketing L.P. in an amount not to exceed \$65,000 for Licensing of Office 365 in Fiscal Year 2019; the first of a (3) year contract.

Dell Marketing L.P. to provide Office 365 Annual Licensing through the rules established by the State of Ohio Cooperative Purchasing Program; Contract 0A1108.

Contracting Authority:	Ordinance 59-18 \$4,600,000
Contracting Balance:	\$4,422,180 / \$4,351,180
Funding:	General Fund
Account Distribution:	101-5050-412-86-12 Project #193028 \$175,000
Account Balance:	\$80,000 / \$15,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Migration to Office 365
Commodity Code:	280-020
Bid Reference:	State of Ohio Cooperative Purchasing Program

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



# Memo

**To:** Kim Smith, Purchasing Manager ✓  
**From:** Michael Coletta, Information Technology Manager MC  
**CC:** Jennifer Pae, Finance Director  
Keith Schuster, Assistant Finance Director  
**Date:** 1/30/2019  
**Re:** 2019 Migration to Office 365 Project (Proj #193028)

---

This is a request to fund the proposed 2019 Migration to Office 365 Project. This project entails purchasing a subscription for Office 365 (Word, Excel, PowerPoint, Access, etc.), including Exchange Online (hosted email), and SharePoint Online as well as professional services. The professional services are for assistance with migrating the City's premise-based Exchange 2013 email environment and SharePoint 2010 environment to Microsoft's cloud servers. In addition, I am requesting cloud-based software from Barracuda to 1) archive the City's email, 2) provide a state-of-the-art email filtering service and 3) perform backups of Microsoft OneDrive data. The Microsoft and Barracuda subscriptions are for a 3 year period. Pricing shown below for Office 365 and Barracuda Essentials is for year 1 only. Costs are broken down below by vendor and supporting quotes are attached.

## **BPI Information Systems**

- Professional Services (420 hours): \$65,625
- Sharegate Software: \$3,995

*\*Pricing per 2018 Proposal Request Submission of which there were 2 respondents: BPI Information Systems and Avalon Technologies. Avalon's Technology's proposal, while significantly less expensive at \$29,998, included no onsite work and limited time commitment (both proposals attached)*

- Barracuda Essentials for Office 365 (500 users) (year 1 of 3): \$19,000

*\*Pricing Lower Than GSA Contract# GS-35F-0511T*

- Barracuda Consulting Services 1 Day Phone Support: \$1,525

BPI Information Systems Total: \$90,145

## **Dell**

- Office 365 Licensing (year 1 of 3): \$ 64,314.84

*\*Pricing per State of Ohio Contract# 0A1108*

Dell Total: \$64,314.84

Project Total: \$154,459.84

I respectfully request that the Board of Control approve my recommendation to fund this purchase in the amount of \$ 154,459.84 with a not-to-exceed amount of \$175,000 to accommodate contingencies. The funds are earmarked as Project 193028 and if approved would be charged to account 101-5050-412.86-12.



## ***Project Description: Office 365 Exchange & SharePoint Online Migration***

**Overview:** *The City of Lakewood, OH would like to deploy Microsoft's Office 365 U.S. Government Community G3 licenses and migrate their email from the current on-premise Exchange 2013 environment to Microsoft's cloud hosted Exchange Online for approximately 400 users and 450 mailboxes. This migration will be staged and as transparent as possible to the end-users. In addition to the Exchange Online migration, The City of Lakewood would like to migrate their current on-premise SharePoint 2010 environment to SharePoint Online. BPI & Avvenire will provide the technical resources to plan and implement Microsoft's Office 365 through the phases and tasks outlined below.*

### **Current City of Lakewood Exchange Environment:**

1. Approximately 400 AD users and 450 mailboxes (includes 50 shared mailboxes).
2. FuseMail is the current hosted spam filtering service.
3. Barracuda Message Archiver is used for email archiving.
4. No Public Folders are currently used.
5. Size of mail data unknown.
6. Outlook 2010 SP2 on the desktops except for approximately 25 users who are using Outlook 2007.
7. Public Folders are not being used.
8. Single domain running on Windows Server 2012 Standard 64-bit.

### **Current City of Lakewood SharePoint 2010 Environment:**

1. Two Web Applications.
2. 136GB across 19 content databases.
3. 18 site collections.
4. A few workflows (unknown if they are out of box or build via SP Designer).
5. No know customized web parts.
6. No taxonomy defined.
7. No Term Stored configured.
8. No custom search rules and queries.
9. No InfoPath Forms.
10. Default themes used across all sites.
11. No cross-site list viewing.
12. Some List/Libraries have more than 5,000 items.
13. SharePoint environment is not integrated with any other software/application.
14. No IRM implemented.



**Project Requirements:**

1. Deploy Office 365 Exchange Online U.S. Government Community G3 licenses.
2. Same sign on (single account to log on to local AD and O365).
3. Transparent email migration with co-existence during staged migration.
4. Migrate from current premise-based SharePoint 2010 to SharePoint Online.

**PHASE 1 – AD and Exchange Analysis and Health Check**

Overview: In this phase, the health of the current AD and Exchange environments will be verified, and a plan created for remediation of any identified issues. Reports will be run and presented to The City of Lakewood to help plan the email migration phase (Phase 2).

***Phase 1 Tasks:***

1. Create AD Reports for current domain:
  - a. Aged Computer Accounts
  - b. Aged User Accounts
  - c. Security Groups
  - d. Disabled Users
  - e. Mail Enabled Printers
  - f. Service Accounts and Passwords
  - g. OU Structure
  - h. DNS analysis
  - i. SSL analysis
  - j. External DNS zone analysis and Admin contact info
2. Identify any AD health issues and present plan for remediation.
3. Create Exchange Reports for current Exchange 2010 Environment:
  - a. Current service pack and roll-up level
  - b. Mail-enabled applications
  - c. Mailbox sizes
  - d. Proxy Address
  - e. Legacy DN Addresses
  - f. Exchange Attributes
  - g. Shared Mailboxes
  - h. Public Folders (if used)
  - i. Resource/Rooms
  - j. Contacts and Distribution Groups
  - k. Recipient policies
  - l. Transport rules
  - m. SMTP domains to be migrated
4. Obtain final approval for OU structure based on Azure Connect requirements.
5. Documentation and technical PM tasks.

**Phase 1 Deliverables:**

1. AD reports created and presented to the customer.
2. Exchange reports created and presented to the customer.
3. Estimate for remediation for any AD health issues presented to the customer (minor issues will be resolved within the existing Phase 1 budget if possible).

***Phase 1 Cost:******24 Hours - \$3,750.00*****PHASE 2 – AD Connect Deployment and Email Migration**

Overview: In this phase, the Azure AD Connect server will be configured on a customer-provided server (physical or virtual) to connect the existing local AD accounts to the MS O365 cloud (currently local AD and O365 accounts are not sync'd). Once the accounts are synchronized, all mailboxes, calendars and contacts will be migrated to hosted Exchange Online (O365). This will be a phased migration with connectivity and co-existence between the local Exchange environment and The City of Lakewood O365 Exchange.

***Phase 2 Tasks:***

1. Configure Office 365 tenant account.
2. Setup Office 365 licensing.
3. Setup accepted mail domains in Office 365.
4. Perform load of users and assign Office 365 licenses.
5. Verify user accounts and licensed users.
6. Install and configure Azure AD Connect on City of Lakewood provided server (physical or virtual).
7. Test AD synchronization and identify OU's to synchronize.
8. Identify test accounts to migrate.
9. Test and document procedures for updating Outlook profile to point to O365 mailbox.
10. Perform baseline testing of migration times for migrating approximate current on premise mail data to Office 365 Exchange Online
11. *Verify service pack level on current Exchange 2013 server and update as needed.*
12. *Configure hybrid connectivity between both Exchange servers and test.*
13. *Verify calendar free-busy coexistence.*
14. *Verify coexistence mail flow.*
15. *Obtain customer sign-off on identified settings.*
16. *Deploy and configure identified settings.*
17. *Verify Hosted Exchange Tenant Account is setup and a local administrator account is created.*
18. *Identify 20 mailboxes for pilot migration.*
19. *For the pilot migrations, the mailboxes should be no larger than 1GB.*
20. *Identify and remediate any failed pilot migrations.*
21. *Verify all test/pilot users have successfully migrated.*
22. *Verify user connectivity to Hosted Exchange using Outlook client and OWA.*

23. *Verify single sign-on.*
24. *Create and finalize migration list of remaining mailboxes.*
25. *Identify and setup internal SMTP server to be used for internal mail relaying as necessary (faxes, voicemail, application alerts etc.)*
26. *Assign licenses to Hosted Exchange/Office 365 users (using online Admin Console).*
27. *Schedule and migrate remaining mailboxes. This will be done during regular business hours with minimal end-user interruptions.*
28. *Prepare Exchange Online admin documentation.*

***Phase 2 Deliverables:***

1. Office 365 tenant account created, and initial settings configured.
2. Azure AD Connect deployed and tested.
3. O365 users created and licenses assigned.
4. Pilot migration of 20 mailboxes.
5. Production migration of remaining 430 (including shared and resource mailboxes).
6. Exchange Online Admin documentation created.
7. Exchange Online Admin Training and Knowledge Transfer for City of Lakewood IT staff.
8. SMTP relay server configured and tested with O365.

***Phase 2 Cost:******120 Hrs. - \$18,750.00*****PHASE 3 – Exchange 2013 Server Decommissioned**

Overview: In this phase, MX records will be changed to direct all mail flow to O365 Exchange Online after all mailboxes have been successfully migrated to O365 Exchange Online. Once the MX records have been changed and verified, the Exchange 2013 server can be removed and decommissioned.

***Phase 3 Tasks:***

1. *Verify completion of all mailbox migrations.*
2. *Make necessary MX Record changes and verify.*
3. *After customer-designated waiting period, decommission and remove the Exchange 2013 server.*
4. *Verify full functionality and conduct project completion meeting and recap.*



***Phase 3 Deliverables:***

1. MX Records changed to direct mail to O365 Exchange Online.
2. Exchange 2013 server decommissioned and removed.

***Phase 3 Cost:******16 Hrs. - \$2,500.00*****PHASE 4 – SharePoint Online Migration Planning and Build*****Phase 4 Tasks:***

1. Review existing on-prem environment and provided feedback on the following items:
  - a. Document Inventory
  - b. Document Versions
  - c. Workflows
  - d. Site Structure
2. Conduct an onsite O365 planning session with the City of Lakewood team. Topics include:
  - a. Review of current SharePoint environment
    - i. Versions (SharePoint and SQL)
    - ii. Site Collections
    - iii. Production sites and structure
    - iv. Security
    - v. Access
    - vi. Third-party add-ons
    - vii. Customizations
  - b. Business requirements for O365 SharePoint Online features.
  - c. Best Practices for Deploying a “Clean” SharePoint Online Environment:
    - i. Build a new O365 SharePoint Online site and migrate specific content
    - ii. Admin and Security with O365 SharePoint Online
    - iii. Review customizations and third-party add-ons to be deployed on O365 (if not, what options exist to provide the same functionality)
    - iv. Discuss migrating individual content to SharePoint online
      1. Does owner, versions, metadata and history need to be migrated?
    - v. Compare OneDrive to SharePoint for data storage
      1. Pros & Cons
      2. Limitations
      3. Administration & Security
3. Identify new SharePoint Online requirements:
  - a. Site Structure
  - b. Security
  - c. Features
  - d. Content Migration
4. Prepare SharePoint Online Migration Findings & Recommendations Report.

5. Present SharePoint Online Findings & Recommendations report to customer along with any requested estimates for additional tasks.
6. Configure O365 SharePoint Online Admin settings and provision top-level site.
7. Create site structure as per requirements.
8. Provide estimates for any additional SharePoint issues identified during the test migration that are out of scope.
  - a. Update workflows that are using deprecated features.
9. Work with City of Lakewood to identify security roles for SharePoint Online users:
  - a. Site Admins
  - b. Site Content Managers
  - c. Site Users
10. Create SharePoint Online Security Matrix (Excel spreadsheet).
11. Create required AD Security Groups and Apply Security Matrix to all sites/content areas.

***Phase 4 Deliverables:***

1. Onsite SharePoint Migration Planning Session conducted.
2. SharePoint Migration Findings & Recommendation Report Presented.
3. SharePoint Online configured and deployed.
4. If necessary, provide updated estimate based on Findings & Recommendations report.

***Phase 4 Cost:******56 Hours - \$8,750.00*****PHASE 5 – SharePoint Online Seed Migration*****Phase 5 Tasks:***

1. Install and configure Sharegate migration tool to be used to migrate identified content to SharePoint online. NOTE: This will need to be purchased separately by City of Lakewood, quote provided by BPI Information Systems & Avvenire.
2. Perform a seed/test migration and have City of Lakewood test access to content and sites.

***Phase 5 Deliverables:***

1. Identified content from existing SharePoint migrated to SharePoint Online.

***Phase 5 Cost:******120 Hours - \$18,750.00\*****\*Estimate may be revised based on Phase 4 findings.*

## **PHASE 6 – Production Content Migration**

### ***Phase 6 Tasks:***

1. Schedule production migration to SharePoint online.
2. Perform a delta migration to only migrate content that has been added or updated and verify.
3. City of Lakewood to make required DNS changes if necessary to point to SharePoint Online.
4. Provide as-needed post-migration SharePoint support with remaining hours.
5. Project Wrap-Up meeting and customer sign-off.

### ***Phase 6 Deliverables:***

1. Final production delta migration completed.
2. DNS changes to point to SharePoint Online configured.
3. SharePoint production environment moved to SharePoint Online.

### ***Phase 6 Cost:***

**24 Hours - \$3,750.00**

### ***Professional Services Project Cost Summary:***

Phase	Est. Hours	Est. Cost
PHASE 1 – AD and Exchange Analysis and Health Check	24	\$3,750.00
PHASE 2 – AD Connect Deployment and Email Migration	120	\$18,750.00
PHASE 3 – Exchange 2013 Servers Decommissioned	16	\$2,500.00
PHASE 4 – SharePoint Online Migration Planning and Build	56	\$8,750.00
PHASE 5 – SharePoint Online Seed Migration	120	\$18,750.00
PHASE 6 – Production Content Migration	24	\$3,750.00
PM and Admin Tasks	60	\$9,375.00
<b>PROJECT TOTAL:</b>	<b>420</b>	<b>\$65,625.00*</b>



***Software Utilities Cost Summary:***

Phase	QTY	Cost
Sharegate Standard Migration Tool ( <a href="https://en.sharegate.com/pricing">https://en.sharegate.com/pricing</a> )	1	\$3,995.00
<b>SOFTWARE UTILITIES TOTAL:</b>	<b>1</b>	<b>\$3,995.00</b>

***PROJECT TOTAL COST: \$69,620.00***

### ***Project Timeline:***

<b>Phase</b>	<b>Duration (Days)</b>	<b>Notes</b>
PHASE 1 – AD and Exchange Analysis and Health Check	3 Days	Before AD Azure Connect can be deployed, a review of the existing AD and Exchange environment needs to be conducted and reviewed.
PHASE 2 – AD Connect Deployment and Email Migration	24 Days	After Phase 1 has been completed, Phase 2 can begin by setting up AD Azure Connect, configuring the O365 tenant and starting the migrations.
PHASE 3 – Exchange 2013 Servers Decommissioned	2 Days	This will be scheduled after one or two weeks after the migration to confirm that there are no issues with the new environment.
PHASE 4 – SharePoint Online Migration Planning and Build	24 Days	The migration planning and SharePoint 2010 review can take place at the same as the Phase 1 tasks. SharePoint Online setup cannot take place until after Azure AD Connect is configured and the O365 environment has been provisioned. Once O365 has been provisioned and the migration details approved, the migration of SharePoint content can begin.
PHASE 5 – SharePoint Online Seed Migration	24 Days	This phase's timeline will depend on the migration plan defined in Phase 4. Will content be migrated over as is or will a new structure be required? Will existing security be migrated over? Will only select content be migrated over and the rest archived? The answers to these questions will dictate how much time is required to seed content in the new SharePoint Online environment.
PHASE 6 – Production Content Migration	3 Days	The production migration will need to be scheduled when the City of Lakewood is ready to go live. This timeline may be adjusted based on how much content has been changed since the initial migration of content.

**Project Notes and Assumptions:**

1. Project professional services total not to exceed \$65,625.00 without approval from the customer.
2. All work will be performed during regular business hours of 8AM – 5PM EST Monday – Friday. Any work performed outside of regular business hours will be pre-approved by customer and will be billed at 1.5 times the regular hourly rate. Note: No after-hours tasks are anticipated for this project.
3. Customer will provide the necessary hardware, software, licenses, access and Admin accounts to complete the required tasks.
4. This SOW is for professional services only. Customer will purchase any required O365 licenses, third-party tools or any other required software separately.
5. SOW assumes that the existing Exchange 2013 is at the latest required service pack and cumulative update required for O365 Migration to Exchange Online.
6. SOW assumes that all users are using Outlook 2010 or greater on their PCs. Exchange Online only support Outlook 2010 or newer.
7. MX records for migrated SMTP domains will be cutover to O365 after all mailboxes have been migrated.
8. SMTP forwarding from the Local Exchange environment to O365 for migrated mailboxes will be in place until the MX records are moved to O365.

Additional items may be added to this project through BPI Information Systems & Avvenire Solution's "Change of Scope" document and procedures. Please note that Changes to scope may affect project timing and cost.





**BPI Information Systems**  
6055 West Snowville Road  
Brecksville, OH 44141  
Phone: 440-717-4112  
Fax: 440-717-4135

## Quotation

Quote: BPIQ26614      City Of Lakewood - Barracuda Essential For Office 365      Date: 1/28/2019  
Prepared By: Joel Marshall      440-717-4112      jmarshall@bpiohio.com

**Bill To:** City of Lakewood  
Michael Coletta  
12650 Detroit Road  
Lakewood, OH 44107

**Phone:** (216) 529-6666  
**Fax:**

**Ship To:** City of Lakewood  
Michael Coletta  
12650 Detroit Road  
Lakewood, OH 44107

**Phone:** (216) 529-6666  
**Fax:**

Qty	Part Number	Description	Unit Price	Extended
500	BEOCPC200a36	Barracuda Essentials for Office 365 - Complete Protection & Compliance - 1 User License - 3 Year Agreement w/ 3 Annual Payments  Barracuda Essentials for Office 365 with 3 year license provides critical multi-layer security, archiving, and backup for Office 365 allowing organizations to prepare, migrate, and operate faster, safer, and more efficiently in Office 365. Barracuda Essentials gives customers peace of mind and complete protection of their email, data, and cloud infrastructures. Licensed per user. Valid for 250-999 users.  - Pricing reflects year 1 of this 3 year agreement	\$38.00	\$19,000.00

**Please contact me if I can be of further assistance.**

*Pricing on this quotation is valid for 10 days and excludes shipping charges to your location.*

Subtotal	\$19,000.00
Sales Tax	\$0.00
<b>TOTAL</b>	<b>\$19,000.00</b>

**To order, please sign and return this quotation.**

**Thank you for your inquiry.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ PO: \_\_\_\_\_



BPI Information Systems  
6055 West Snowville Road  
Brecksville, OH 44141  
Phone: 440-717-4112  
Fax: 440-717-4135

## Quotation

Quote: BPIQ26618	City Of Lakewood - Barracuda Professional Services	Date: 1/28/2019
Prepared By: Joel Marshall	440-717-4112	jmarshall@bpiohio.com

**Bill To:** City of Lakewood  
Michael Coletta  
12650 Detroit Road  
Lakewood, OH 44107  
  
**Phone:** (216) 529-6666  
**Fax:**

**Ship To:** City of Lakewood  
Michael Coletta  
12650 Detroit Road  
Lakewood, OH 44107  
  
**Phone:** (216) 529-6666  
**Fax:**

Qty	Part Number	Description	Unit Price	Extended
1	BT003	Barracuda Consulting Services - Phone Support - 1 Day	\$1,525.00	\$1,525.00

Please contact me if I can be of further assistance.

Pricing on this quotation is valid for 10 days and excludes shipping charges to your location.

Subtotal	\$1,525.00
Sales Tax	\$0.00
<b>TOTAL</b>	<b>\$1,525.00</b>

To order, please sign and return this quotation.

Thank you for your inquiry.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ PO: \_\_\_\_\_



**Mairin Ganey**  
Software Product Specialist  
Phone 512 728 5927  
Mairin\_Ganey@Dell.com

**Dell**  
One Dell way RR2C  
Round Rock TX 78682  
[www.Dell.com](http://www.Dell.com)  
<https://shop.asap.com>  
Federal ID # 74-2616805  
Duns # 121482657

Quote Created: 1/30/19  
Quote Expires: 2/28/19  
Quote #: MXG18081705-R04 - MS EA

#### CITY OF LAKEWOOD

Customer # 178057  
ATTN: Sweffis, David  
E-MAIL: [David.Sweffis@lakewoodoh.net](mailto:David.Sweffis@lakewoodoh.net)

Line	PRODUCT DESCRIPTION	Term	ITEM #	QTY	\$/UNIT	EXTENDED PRICE
1	O365GCCCE3 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 1 - 2/1/19 - 1/31/20	AAA-11894	188	\$210.36	\$39,547.68
2	O365GCCCE1 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 1 - 2/1/19 - 1/31/20	U4S-00002	244	\$76.56	\$18,680.64
3	ExchgOnlnP1GCC ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 1 - 2/1/19 - 1/31/20	3MS-00001	159	\$38.28	\$6,086.52
	<b>Year 1 Subtotal - Annual Payment 1 Due Upon Contract Signing (Jan 2019)</b>					<b>\$64,314.84</b>
4	O365GCCCE3 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 2 - 2/1/20 - 1/31/21	AAA-11894	188	\$210.36	\$39,547.68
5	O365GCCCE1 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 2 - 2/1/20 - 1/31/21	U4S-00002	244	\$76.56	\$18,680.64
6	ExchgOnlnP1GCC ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 2 - 2/1/20 - 1/31/21	3MS-00001	159	\$38.28	\$6,086.52
	<b>Year 2 - ANNUAL PAYMENT DUE AT ANNIVERSARY (2/1/20)</b>					<b>\$64,314.84</b>
7	O365GCCCE3 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 3 - 2/1/21 - 1/31/22	AAA-11894	188	\$210.36	\$39,547.68
8	O365GCCCE1 ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 3 - 2/1/21 - 1/31/22	U4S-00002	244	\$76.56	\$18,680.64
9	ExchgOnlnP1GCC ShrdSvr ALNG SubsVL MVL PerUsr (12Months)	EA Yr 3 - 2/1/21 - 1/31/22	3MS-00001	159	\$38.28	\$6,086.52
	<b>Year 3 - ANNUAL PAYMENT DUE AT ANNIVERSARY (2/1/21)</b>					<b>\$64,314.84</b>

#### Notes:

OH Contract 0A1108  
Dell offers the following quote for City of Lakewood's Microsoft Enterprise Enrollment Agreement. This quote will expire thirty (30) days from the date of issuance; upon expiration of this quote, the following prices may no longer be valid. For customer's general information and budgeting purposes, Dell offers the following estimate for subsequent years of City of Lakewood's Microsoft Enterprise Agreement. Prices for subsequent Enrollment years are not binding on Dell or City of Lakewood's in any way and will be determined on the Enrollment Anniversary date.  
Final Dell quote will be needed prior to purchase as product and pricing are subject to change at the time of actual EA start in March 2019  
New/Renewal Microsoft EA enrollment: TBD New/Renewal  
Microsoft EA enrollment term: 3/1/2019 - 2/28/2022  
Customer must complete all required Microsoft enrollment documentation. The EA cannot be executed (processed at Microsoft) until both the complete documents and PO are received for the first annual payment.

3 Year Total: \$192,944.52

\*\*\*Please include a contact name and email on all purchase orders.

#### Terms & Conditions

1) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at [www.dell.com](http://www.dell.com), unless Customer has a separate purchase agreement with Dell.



Jan 31, 2019 3:55:55 PM EST
File Edit Commands Help
Printscreen RION
NavDine

Project 193028-Migrat
Account types
Assets
Expenditures
Liabilities
Revenues
Encumbrances
Miscellaneous info
Pending transactio
Pre-encumbrances
Project detail balan

**Project Information**
Description: Migration to Office 365  
Status: Active  
Estimate: 175,000.00  
Type: GF General Fund  
Sub type: EQ Equipment & Machinery  
Start/stop dates: 1/01/2019 -  
1st month of FY: 00  
Source of funds:

**Project Code**  
There are no user defined code fields for this project

**Project Year-to-Date**

FY: 2019	Balance	175,000.00
Budget:		175,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

**Project Life-to-Date**

FY(s): 0000 - 9999	Balance	175,000.00
Budget:		175,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Print
Cancel
Exit
Next project
Previous proj...
2018
2020
Project activit..
Change balan...

Account Number	Description	Budget	Actual
101-5050-412.86-12	Operating Equipment	175,000.00	

MW



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-049

February 5, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Professional Service Contract – Re: Online Payment System**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, I am submitting for your consideration this request to renew a requirement contract with Shamrock Companies, Inc. in an amount not to exceed \$28,000 for fiscal year 2019 to provide the City with an Online Payment System where residents can pay municipal income tax and utility bills electronically.

The Shamrock Companies submitted the best responsive and responsible response to RFP 10-010.

Contracting Authority:	Ordinance 50-18 \$275,000
Contracting Balance:	\$268,671 / \$247,000
Funding:	Enterprise Funds
Account Distribution:	501-3060-431-30-07 \$20,000 510-3070-431-30-07 \$ 8,000 511-3072-432-30-07 \$11,000
Account Balance:	\$32,671 / \$11,000
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Contractual Services / Other
Commodity Code:	946-033
Bid Reference:	RFP 10-010

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



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## MEMORANDUM

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**DATE:** February 4, 2019  
**TO:** Board of Control  
**FROM:** Keith Schuster  
Assistant Finance Director  
**RE:** RFP 10-010 On-Line Payment System

This memo is a request for the Board of Control to approve a service contract with Shamrock Companies for the Online Payments System Fees for 2019.

Shamrock Companies in conjunction with I-Payx is providing on-line billing system for Water and Sewer payments

The accounts to be used to pay for this service are:

Water	501-3060-431-30-07	\$14,000
Wastewater Collection	510-3070-431-30-07	\$7,000
Wastewater Treatment	511-3072-432-30-07	\$7,000

The contract is (not to exceed the amount of \$28,000).

Thank you for your consideration.



- 501-3060-431.30-07
- ☒ Account miscellaneous
  - ☒ Budget miscellaneous
  - ☒ Encumbrances
  - ☒ Pre-encumbrances
  - ☒ Transactions
  - ☒ Detail by date
  - ☒ Detail by code
  - ☒ Detail by year & p
  - ☒ Pending by date
  - ☒ Pending by code
  - ☒ Pending by year
  - ☒ Procurement car

## Account Information

Q Professional Services / Financial Instit. Charges  
 Fiscal year: 2019 Dr  
 Budget: 20,000.00  
 Committed: 12,500.00  
 Q Balance: 7,500.00

## Project Data

Project Entry Optional

## Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	3,164.10	3,164.10
Q 02 February	.00	3,164.10
Q 03 March	.00	3,164.10
Q 04 April	.00	3,164.10
Q 05 May	.00	3,164.10

## Payment information

Vendor	(* indicates pending)	Total
Q SHAMROCK COMPANIES, INC		3,164.10

Jan 31, 2019 2:39:04 PM EST

- 510-3070-431.30-07
- ☒ Account miscellaneous
  - ☒ Budget miscellaneous
  - ☒ Encumbrances
  - ☒ Pre-encumbrances
  - ☒ Transactions
  - ☒ Detail by date
  - ☒ Detail by code
  - ☒ Detail by year & p
  - ☒ Pending by date
  - ☒ Pending by code
  - ☒ Pending by year
  - ☒ Procurement car

## Account Information

Q Professional Services / Financial Instit. Charges  
 Fiscal year: 2019 Dr  
 Budget: 8,000.00  
 Committed: 6,250.00  
 Q Balance: 1,750.00

## Project Data

Project Entry Optional

## Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	1,582.08	1,582.08
Q 02 February	.00	1,582.08
Q 03 March	.00	1,582.08
Q 04 April	.00	1,582.08
Q 05 May	.00	1,582.08

## Payment information

Vendor	(* indicates pending)	Total
Q SHAMROCK COMPANIES, INC		1,582.08

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- 511-3072-432.30-07
- ☒ Account miscellaneous
  - ☒ Budget miscellaneous
  - ☒ Encumbrances
  - ☒ Pre-encumbrances
  - ☒ Transactions
  - ☒ Detail by date
  - ☒ Detail by code
  - ☒ Detail by year & p
  - ☒ Pending by date
  - ☒ Pending by code
  - ☒ Pending by year
  - ☒ Procurement car

## Account Information

Q Professional Services / Financial Instit. Charges  
 Fiscal year: 2019 Dr  
 Budget: 11,000.00  
 Committed: 6,250.00  
 Q Balance: 4,750.00

## Project Data

Project Entry Optional

## Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	1,582.04	1,582.04
Q 02 February	.00	1,582.04
Q 03 March	.00	1,582.04
Q 04 April	.00	1,582.04
Q 05 May	.00	1,582.04

## Payment information

Vendor	(* indicates pending)	Total
Q SHAMROCK COMPANIES, INC		1,582.04

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Previous acc...

Next account

2018

2020

Account activi...

Pending trans...

Images

Budget alloca...

## Encumbrances

PO #	Vendor	Balance
Q 090229	SHAMROCK COMPANIES, I	4,667.96

## Pre Encumbrances

Type	Req/PO	Project	Balance
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## Segment/Balance Details

Fund	511	Wastewater Treatment Fund
Department	30	Public Works
Division	72	Wastewater Imprpt
Activity basic	43	Streets and Highways
Sub activity	2	Public Works Enterprise
Element	30	Professional Services
Object	07	Financial Instit. Charges

Original Budget	11,000.00
Revised Budget	.00
Current expenditures	1,582.04
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	4,667.96
Unposted encumbrances	.00
Pre-encumbrances	.00





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-050

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Printing & Mailing of Lakewood Life Community Newsletter**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing and in accordance with the Mayor's Office, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Foote Printing in an amount not to exceed \$33,150 to provide Printing and Mailing Services of the Lakewood Life Community Newsletter (4) times in Fiscal Year 2019. (Printing = \$14,160 & Postage = \$18,990)

Foote Printing submitted the lowest and best responsive proposal for these services.

Contracting Authority:	Ordinance 50-18 \$425,000
Contracting Balance:	\$425,000 / \$391,850
Funding:	General Fund
Account Distribution:	101-1401-411-38-01 \$15,000 101-1401-411-31-02 \$18,000
Account Balance:	\$33,000 / (\$150)
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Printing
Commodity Code:	966-000
Bid Reference:	RFP

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____



# MEMORANDUM

DATE: February 4, 2019  
TO: Kim Smith, Purchasing  
FROM: Mayor Summers  
RE: Lakewood Life Community Newsletter

I am requesting Board of Control approval for printing and mailing services for the Lakewood Life Newsletter for 2019. Quotes for Newsletter printing were solicited on January 14, 2019 and received on January 18, 2019. Based on that solicitation, Foote Printing is selected as the lowest and best printer.

We are planning to send four newsletters in 2019: February, May, September and December.

Request for approval of Printing & Mailing Services and Postage to be purchased and paid from available funds from account #101-1401-411-38-01.

Current printing and mailing services per newsletter are reflected below and the quote is attached:

Printing Services (30,000 copies)	\$3,540.00
Mailing Services	\$ Included
Estimated Postage at \$.162/piece (estimated 29,300 mailed)	<u>\$4,746.60</u>
	\$8,286.60

**Printing/Mailing/Postage Services      \$8,286.60 x 4 Issues = \$33,146.40**



# Footprint Printing

2800 E. 55<sup>th</sup> Street • Cleveland, OH 44104 • tel 216.431.1757 • fax 216.431.9958

## Quotation

Date: 1 - 15 - 2019

Time: 2:00 p.m.

Quote #: 93 SD

Company Name: City of Lakewood	Quote Submitted by: Steven Duhr
Attention: Shannon	Subject:
Alternate Contact:	

### Job Specifications

### Quantity and Total

<b>Title:</b>	City Newsletter 6pg	30,000	
<b>Stock:</b>	80# Genuine Gloss Text	Print & Mail .....	\$3,540
<b>Size:</b>	25.5 x 11 to 8.5 x 11	Postage \$0.162 .....	\$4,860
<b>Ink:</b>	4/4		
<b>Copy:</b>	High Res PDF with Bleeds provided		
<b>Proof:</b>	PDF		
<b>Bindery:</b>	Trim to size and fold		
<b>Packaged:</b>	For mailing		
<b>Shipping:</b>	Lakewood Post Office		
<b>Delivery:</b>	ASAP 8 days at most from art approval to the post office.		

Jan 31, 2019 2:45:15 PM EST  
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NavOne

101-1401-411.38-01

- ☒ Account miscellaneous
- ☒ Budget miscellaneous
- ☒ Encumbrances
- ☒ Pre-encumbrances
- ☒ Transactions
- ☒ Detail by date
- ☒ Detail by code
- ☒ Detail by year & p
- ☒ Pending by date
- ☒ Pending by code
- ☒ Pending by year
- ☒ Procurement car

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2018

### Account information

Q Printing and Reproduction / Printing & Copy Service  
Fiscal year: 2019 Dr  
Budget: 15,000.00  
Committed: .00  
Q Balance: 15,000.00

### Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

### Encumbrances

PO #	Vendor	Balance
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### Project Data

Project Entry Optional

### Payment information

Vendor	(* indicates pending)	Total
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### Pre Encumbrances

Type	Req/PO	Project	Balance
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Jan 31, 2019 2:46:53 PM EST  
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NavOne

101-1401-411.31-02

- ☒ Account miscellaneous
- ☒ Budget miscellaneous
- ☒ Encumbrances
- ☒ Pre-encumbrances
- ☒ Transactions
- ☒ Detail by date
- ☒ Detail by code
- ☒ Detail by year & p
- ☒ Pending by date
- ☒ Pending by code
- ☒ Pending by year
- ☒ Procurement car

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Account activi...  
Pending trans...  
Images  
Budget alloca...

### Account information

Q Communications / Postage  
Fiscal year: 2019 Dr  
Budget: 18,000.00  
Committed: 1.15  
Q Balance: 17,998.85

### Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	1.15	1.15
Q 02 February	.00	1.15
Q 03 March	.00	1.15
Q 04 April	.00	1.15
Q 05 May	.00	1.15

### Encumbrances

PO #	Vendor	Balance
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### Project Data

Project Entry Optional

### Payment information

Vendor	(* indicates pending)	Total
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### Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

### Segment/Balance Details

Fund	101	General Fund	Original Budget	18,000.00
Department	14	Community Relations	Revised Budget	.00
Division	01	Community Relations	Current expenditures	1.15
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	1	General Government	Unposted expenditures	.00
Element	31	Communications	Encumbrances	.00
Object	02	Postage	Unposted encumbrances	.00

MMW





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-051

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Professional Service Contract – Re: Utility Funding and Affordability Analysis**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract with Brown & Caldwell in an amount not to exceed \$143,300 to provide legal advice related to drafting Phase 2 of our Integrated Wet Weather Improvement Plan that is due March, 2019 to our regulators at the U.S. and Ohio EPA's under the Federal Clean Water Act of 1972. Brown & Caldwell has been working with Raftelis Financial Consultants, Inc. on the IWWIP plan and will continue their portion of work under separate contract with the city.

Raftelis Financial Consultants, Inc. in association with Brown and Caldwell submitted the best responsive and responsible proposal for this project as outlined in Bid No. 17-004.

Contracting Authority	Ordinance 56-18	\$2,000,000
Contracting Balance:	\$1,707,728 / \$1,564,428	
Funding:	Enterprise Fund	
Account Distribution:	510-3070-431-30-10	\$1,250,000
Account Balance:	\$1,043,975 / \$900,675	
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____	
Object Code:	Professional Svs / Other	
Commodity Code:	918-097	
Bid Reference:	Professional Service	

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
<b>Joseph J. Beno PE, Director of Public Works</b>	_____	_____	_____
<b>Kevin M. Butler, Director of Law</b>	_____	_____	_____
<b>Jennifer Pae, Director of Finance</b>	_____	_____	_____
<b>Michael P. Summers, Mayor</b>	_____	_____	_____





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## MEMORANDUM

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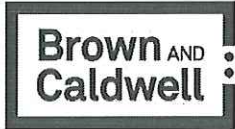
**DATE:** January 30, 2019  
**TO:** Kim Smith  
**FROM:** Joe Beno  
**RE:** Brown and Caldwell - IWWIP

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I am recommending the award of a contract to Brown and Caldwell in the amount of \$143,300 for consulting assistance with Lakewood's IWWIP. This work is detailed in the attached scope of services. Brown and Caldwell has been working on Lakewood's IWWIP for the past year as a partner with Raftelis. In 2019 Brown and Caldwell will continue to work on the plan but on their own separate contract for the work. Their expertise has been very beneficial to the process of assembling the plan.

This work is being paid for from account 510-3070-431-3010.

6055 Rockside Woods Boulevard  
Suite 350  
Independence, Ohio 44131  
Tel: 216-606-1300  
Fax: 216-606-1350  
www.brownandcaldwell.com



December 13, 2018

**Confidential**

Kevin Butler  
Director of Law  
Law Department  
City of Lakewood  
12650 Detroit Avenue  
Lakewood, OH 44107

**PRIVILEGED AND CONFIDENTIAL**

Subject: Proposal for IWWIP Phase 2 Assistance

Dear Mr. Butler:

As a subconsultant to Raftelis, BC has been providing assistance for the Integrated Wet Weather Improvement Plan (IWWIP) Phase 2. BC has assisted the City and their consultants in the organization and evaluation of the various options that have been recommended for remedies in the reduction of wet weather overflows to meet the IWWIP objectives. Based on the work to date and the time frame for completing the IWWIP, additional services have been requested of BC to assist in completing an IWWIP that will meet the City's financial and technical objectives while balancing the community's needs and input. Some of the services outlined below were originally included in the Raftelis subcontract scope, but due to additional out of scope assistance we provided for the IWWIP, we have exhausted the budget under that subcontract. This proposal is intended to recommend a scope of work and budget for continued BC assistance under a direct contract between the City and BC.

## **Scope of Work**

The proposed scope of work for the project is outlined below.

### **Task 1 - Project Management**

BC will coordinate, monitor, and control the project to meet the technical, communication, and contractual objectives defined for this project. Project management activities include preparation of monthly billings with associated backup and submitting pay requests for processing.

BC will coordinate with the City and their consultants regarding the IWWIP draft and final report, stakeholder engagement meeting preparation, and internal technical meetings associated with completing the IWWIP evaluation.

### **Task 2a – IWWIP Alternatives Analysis**

As part of this task, BC will lead a comprehensive alternatives analysis to develop prioritized, cost-effective solutions for overflow mitigation looking at the following considerations: frequency of discharge, volume of discharge, and discharge pollution loadings.

Solutions to be evaluated will include:

- Separation (targeted and system-wide)
- Storage basins/tunnels
- Express sewers to WWTP or satellite treatment
- Increased WWTP capacity and satellite treatment

BC will perform a Level of Service Analysis and Life-Cycle Cost Analysis of Solution Sets. This will consider various levels of service (controlling to a 2-year storm, 5-year storm, 10-year storm, etc.) relative to their respective environmental and social benefits and the estimated costs of implementation. We will work with City staff to identify the point at which additional investment is providing limited benefits to the environment and community. This process becomes the foundation for the City's solution set strategy that will prioritize projects using a blend of traditional grey infrastructure with green solutions to achieve the desired level of control.

BC will utilize data and models already developed by the City and CT Consultants in performing this task. If additional data and model results are required, we will work with CT to minimize the duplication of effort and accelerate the ability to consider alternatives. It is assumed that additional modeling work required in Phase 2 will be performed by CT Consultants.

BC expects to be involved in developing cost estimates for certain alternatives (such as high rate treatment) and reviewing estimates prepared by others for additional alternatives. BC has assumed a total of 10 meetings to work with the City and CT Consultants to develop and refine the alternatives evaluation and prioritization.

### **Task 2b – IWWIP Phase 2 Report Preparation Assistance**

BC will continue to work with City staff and other team members in preparing the Phase 2 plan, including exhibits, text, analyses, and review comments on draft material. With the exception of the financial planning and affordability sections, we have assumed that the City will be the primary author of the plan. All of the analysis and work products from earlier tasks will be available for use in the Phase 2 Plan. We anticipate participating in three workshops with the project team to review and refine the draft submission materials.

### **Task 2c – IWWIP Stakeholder Engagement**

BC will continue to work with City staff to identify the specific work elements that can be completed before March 2019. We have assumed attending one planning workshop



with City staff and other team members, along with preparation for and participation in the January 16, 2019 Open House.

### Task 3 – Regulatory Assistance Allowance

A contingency of \$25,000 will be established for additional work related to IWWIP regulatory support prior to and after the Phase 2 report submittal. This additional work may include status reports to DOJ and negotiations with EPA. BC will conduct work on an as needed basis as authorized by the City prior to completing the work. BC will submit a written request outlining scope and budget for the City's approval.

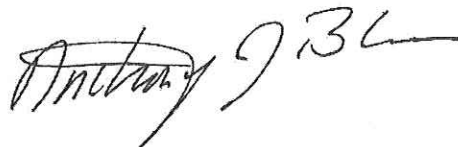
### Fee for Proposed Scope of Work

Brown and Caldwell proposes the above scope of work for a not to exceed fee of \$143,300 as shown in Table 1.

Table 1. Cost Summary	
Task	Not to Exceed Cost
1 – Project Management	\$36,957
2 – IWWIP Phase 2 Assistance	\$81,343
<b>SUBTOTAL</b>	<b>\$118,300</b>
3 – Allowance	\$25,000
<b>TOTAL</b>	<b>\$143,300</b>

Very truly yours,

**Brown and Caldwell**



Anthony J. Blanc, PE  
Cleveland Operations Manager

Jan 31, 2019 4:42:57 PM EST

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NavLine

510-3070-431.30-10

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Account information

Professional Services / Other

Fiscal year: 2019 Dr

Budget: 1,250,000.00

Committed: 206,024.50

Balance: 1,043,975.50

Project Data

Project Entry Optional

Q 095001 Water & Sewer R .00

Q 095003 Sewerline Emerg .00

Q 109001 LongTermCntrl&S .00

Q 119002 2011 LTCP & SWM .00

Q 128002 2012 Water Line .00

Q 129002 2012 LTCP Prof .00

Q 139002 2013 LTCP Profe .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	52,673.45	52,673.45
Q 02 February	.00	52,673.45
Q 03 March	.00	52,673.45
Q 04 April	.00	52,673.45
Q 05 May	.00	52,673.45

Payment information

Vendor (\* indicates pending)

Q CT CONSULTANTS, INC. 1,199.00

Q CUYAHOGA SOIL & WATER 2,060.00

Q RAFTELIS FINANCIAL CONSULTANTS 49,414.45

Encumbrances

PO #	Vendor	Balance
Q 090276	RAFTELIS FINANCIAL CO	127,192.55
Q 090283	CT CONSULTANTS, INC.	14,478.50
Q 090383	CUYAHOGA SOIL & WATER	11,680.00

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	510	Wastewtr Coll System Fund	Original Budget	1,250,000.00
Department	30	Public Works	Revised Budget	.00
Division	70	Wastewtr Collection Crew	Current expenditures	52,673.45
Activity basic	43	Streets and Highways	YTD expenditures	.00
Sub activity	1	Public Works Enterprise	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	153,351.05
Object	10	Other	Unposted encumbrances	.00
			Pre-encumbrances	.00

Print

Cancel

Exit

Previous acc...

Next account

2018

2020

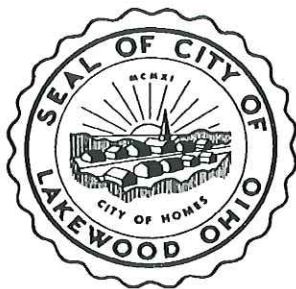
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Budget alloca...

MW



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-052

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contracts – Lease/Purchase of Copy Equipment**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing, I am submitting for your consideration this request to renew lease contracts with Ace a Division of Meritech, Inc. in an amount not to exceed \$35,000 in fiscal year 2019. Lease of the City's copy equipment is provided through the State of Ohio Cooperative Purchasing Program; STS096, Contract No. 800310. (*Spent \$31,985 in 2018 & \$31,478 in 2017,*)

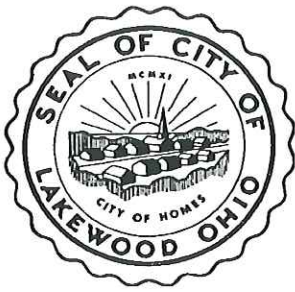
Contracting Authority:	Ordinance 50-18 \$35,000
Contracting Balance:	\$35,000 / \$0
Funding:	Various Funds
Account Distribution:	xxx-xxxx-xxx-35-05
Account Approved by Law:	Yes ____ / No ____ / PO ____ ACH <u>X</u>
Object Code:	Rents and Leases: Copier Equipment
Commodity Code:	985-026
Bid Reference:	State of Ohio Cooperative Purchasing Program

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____







12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-053

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contracts – Maintain and Service Copy Equipment**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing, I am submitting for your consideration this request to renew a service and maintenance contract with Ace a Division of Meritech, Inc. in an amount not to exceed \$25,000 to maintain and service copy equipment throughout the City municipal locations in fiscal year 2019.

The contract amounts for maintenance and repair service are provided through the State of Ohio Cooperative Purchasing Program; STS096, Contract 800310. (*Spent 20,616 in 2018 & \$22,337 in 2017*)

Contracting Authority:	Ordinance 50-17 \$25,000
Contracting Balance:	\$25,000 / \$0
Funding:	Various Funds
Account Distribution:	xxx-xxxx-xxx-52-05
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c <u>  X  </u>
Object Code:	Service Agreements / Copiers
Commodity Code:	939-021
Bid Reference:	State of Ohio Cooperative Purchasing Program

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

S & L GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 800310

EFFECTIVE DATES: 09/01/2013 TO 08/31/2018

Renewal through 08/31/2019

The Department of Administrative Services has completed the evaluation and analysis of the State Term Schedule (STS) offering submitted by the Contractor as listed herein. The Contractor listed herein has been determined to provide competitive, economical and reasonable pricing for the items contained in their offer. The respective offer, including the Standard Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this State Term Schedule.

This State Term Schedule is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Schedule is renewed, terminated, or cancelled in accordance with the Standard Contract Terms and Conditions.

This State Term Schedule is available to all state agencies, state institutions of higher education and political subdivisions properly registered as members of the Cooperative Purchasing Program of the Department of Administration Services, as applicable.

Agencies are eligible to make purchases of the supplies and/or services in any amount and at any time as determined by the agency (see maximum order limit). The State makes no representation or guarantee that agencies will purchase the supplies and/or services approved in the State Term Schedule.

Dealer Name & Address

Remit To:

OAKS Contract ID:

0000060042  
MERITECH INC  
4577 Hinckley Industrial Pkwy  
Cleveland, OH 44109

800310-13



**Dealer's Contact:**

Name	Phone	Fax	Email Address
Mr. Ken VandenHaute	(216) 459-8333 x546		ken@meritechinc.com

Dealer Name & Address

Remit To:

OAKS Contract ID:

0000057484  
Modern Office Methods, Inc.  
4747 Lake Forest Drive  
Cincinnati, OH 45242

800310-5



**Dealer's Contact:**

Name	Phone	Fax	Email Address
Mr. Daniel Vail	(614) 891-3693	(614) 891-5089	dan.vail@momnet.com

Dealer Name & Address

Remit To:

OAKS Contract ID:

0000043256  
OHIO BUSINESS SYSTEMS INC.  
P.O. Box 94  
Worthington, OH 43085

800310-3





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-054

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award of Contract – Advertising Services**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing, I am submitting for your consideration this request to enter into requirement contract with the Plain Dealer in an amount not to exceed \$25,000 to provide advertising services for employment notices, legal notices, and public information & community service notices for fiscal year 2019.  
(Spent \$20,055 in 2018 & \$21,911 in 2017)

Contracting Authority:	Ordinance 50-18 \$30,000
Contracting Balance:	\$30,000 / \$5,000
Funding:	General Fund
Account Distribution:	101-5099-412-34-00 \$25,000
Account Balance:	\$25,000 / \$5,000
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Advertising
Commodity Code:	371-000
Bid Reference:	Restricted Sources

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





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101-5099-412.34-00

- Account miscellaneous
- Budget miscellaneous
- Encumbrances
- Pre-encumbrances
- Transactions
- Detail by date
- Detail by code
- Detail by year & p
- Pending by date
- Pending by code
- Pending by year
- Procurement car

**Account information**

- General Government / Advertising
- Fiscal year: 2019 Dr
- Budget: 25,000.00
- Committed: 12,000.00
- Balance: 13,000.00

**Project Data**

- Project Entry Optional

**Account Balance by Period**

Period/Month	Actuals	Cumulative Totals
Q 01 January	2,375.48	2,375.48
Q 02 February	.00	2,375.48
Q 03 March	.00	2,375.48
Q 04 April	.00	2,375.48
Q 05 May	.00	2,375.48

**Payment information**

Vendor	(* indicates pending)	Total
ADVANCE OHIO MEDIA LLC		2,375.48

**Encumbrances**

PO #	Vendor	Balance
Q 090227	ADVANCE OHIO MEDIA LL	9,624.52

**Pre Encumbrances**

Type	Req/PO	Project	Balance
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**Segment/Balance Details**

Fund	101	General Fund	Original Budget	25,000.00
Department	50	Finance	Revised Budget	.00
Division	99	General Administration	Current expenditures	2,375.48
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	34	Advertising	Encumbrances	9,624.52
Object	00		Unposted encumbrances	.00
			Pre encumbrances	.00

Print
Cancel
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Previous acc...
Next account
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2020
Account activi...
Pending trans...
Images
Budget alloca...



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-055

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Award Contract – Purchase & Delivery of Janitorial Supplies**

Dear Members of the Board:

Based on a review conducted by the Department of Public Works, Division of Parks & Public Property, and in conjunction with the Division of Purchasing, I am submitting for your consideration this request to award a requirement contract to W.B. Mason in the amount of \$45,000 for the Purchase & Delivery of Janitorial Supplies for Fiscal Year 2019.

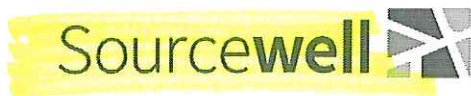
Janitorial Supplies will be purchased through Sourcewell (previously National Joint Powers Alliance (NJPA)) Contract No. 110415-SCC as authorized by Lakewood Codified Ordinances §111.04, allowing the City to purchase from agencies without the necessity bidding. (*Spent \$40,343 in 2018 & \$37,630 in 2017*)

Contracting Authority:	Ordinance 50-18 \$50,000
Contracting Balance:	\$50,000 / \$5,000
Funding:	Various Funds
Account Distribution:	XXX-XXXX-XXX-42-03
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Janitorial Supplies
Commodity Code:	485-000
Bid Reference:	Sourcewell

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





## Staples

### Janitorial Supplies

#110415-SCC

Maturity Date: 02/01/2020

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## Products & Services

Sourcewell contract 110415-SCC gives access to the following types of goods and services:

- Facilities & Maintenance Equipment & Supplies
- Breakroom Equipment & Supplies
- Furniture & Storage Solutions

Additional information can be found on the vendor-provided, nongovernment website at:

[www.staplesadvantage.com/sourcewell/index.asp](http://www.staplesadvantage.com/sourcewell/index.asp)





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-056

February 4, 2019

Board of Control  
City of Lakewood, Ohio 44107

**Subject: Renew Contract – Desktop Delivery of Office & Computer Supplies**

Dear Members of the Board:

Based on a review conducted by the Department of Finance, in conjunction with the Division of Purchasing, I am submitting for your consideration this request to renew a requirement contract with Independence Business Supply in an amount not to exceed \$55,000 to provide Desktop Delivery Service of Office and Computer Supplies, including Copy Paper for Fiscal Year 2019.

Desktop Delivery of Office & Computer Supplies and Copy Paper will be purchased through the rules established by National Cooperative Purchasing Alliance (NCPA) Contract No. 11-18 as authorized by Codified Ordinance §111.04, allowing the City to purchase from agencies without the necessity bidding. (*Spent \$47,471 in 2018 & \$52,242 in 2017*)

Contracting Authority:	Ordinance 50-18 \$65,000
Contracting Balance:	\$65,000 / \$10,000
Funding:	Various Funds
Account Distribution:	xxx-xxxx-xxx-41-01, 41-05 & 41-07
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Office & Computer Supplies
Commodity Code:	615-000 & 207-000
Bid Reference:	NCRA

Kim Smith  
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



**NCPA**

## CONTRACT INFO

**Awarded Vendor:**

AOPD

**Contract Awarded:**

Office Supplies and Services

**Contract Number:**

11-18

**Lead Agency:**

Region 14 ESC

**Contract Term:**

3 year term, May 1, 2017 to May 30, 2020

\*Option to renew for five (5) additional one (1) year periods.



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### Upcoming Events

Spinitar Golf for Hope  
(<https://aopd.com/event/spinitar-golf-for-hope/>)

November 8

Local Industry Tour of  
City of Hope, hosted by  
PSA, Inc.  
(<https://aopd.com/event/local-industry-tour-of-city-of-hope-hosted-by-psa-inc/>)

December 4

AFFLINK Golf Outing for  
City of Hope  
(<https://aopd.com/event/afflink-golf-outing-for-city-of-hope/>)

January 7, 2019

View All Events  
(<https://aopd.com/events/>)

Locations: Cleveland, OH

(<https://aopd.com/dealer/independence-business-supply-cleveland/>)

Youngstown, OH

(<https://aopd.com/dealer/independence-business-supply-youngstown/>)

## Independence Business Supply

4550 Hinckley Parkway  
Cleveland OH 44109-6010  
United States

Phone: (216) 398-8880 (tel:(216) 398-8880)

Fax: (216) 398-6327 (tel:(216) 398-6327)

Email: [sales@orderibs.com](mailto:sales@orderibs.com) (mailto:sales@orderibs.com)

Url: <http://www.orderibs.com> (http://www.orderibs.com)

Placed on 1<sup>st</sup> reading and  
referred to Finance Committee  
11/19/18; 2<sup>nd</sup> reading 12/3/18  
Please Substitute for original.

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader  
BY:

ORDINANCE NO: 50-18

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2019 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or as otherwise provided by law.

WHEREAS, this Council desires to provide the authorization to the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2019 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or as otherwise provided by law; and

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2019, now, therefore,

#### BE IT ORDAINED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2019 Budget are as follows:

1) Legal Services .....	250,000
2) Recodification of Ordinances .....	12,500
3) Financial Audit .....	75,000
4) Hospitalization and Health Care Benefit Consulting Services .....	40,000
5) Consultant for Workers Compensation .....	30,000
6) Risk Management Consulting Services .....	15,000

7) Healthcare, Physicals, Drug & Alcohol Testing .....	25,000
8) Employee Assistance Program .....	15,000
9) Supervisor / Manager / Employee Training .....	125,000
10) Exams for Classified Positions .....	75,000
11) Housing and Building Plans Examinations .....	75,000
12) Lakewood Jail Medical Services .....	80,000
13) Band Concerts .....	25,000
14) Municipal Engineering Consultant .....	80,000
15) Debt Issuance Costs .....	250,000
16) Integrated Wet Weather Plan Professional Services .....	1,100,000
17) Administrative Professional Services .....	300,000
18) Professional Services related to Lakewood Hospital .....	300,000
Sub-Total .....	\$2,872,500

Services contracts included in the 2019 Budget are as follows:

1) Government Agreements (WFB) .....	115,000
2) Government Agreements (Pd of Ed/Pool; Reelport TIF) .....	800,000
3) Financial Institution Service Charges .....	60,000
4) Electronic Payment Services .....	275,000
5) Property & Liability Insurance Contracts .....	500,000
6) Workers' Comp Stop Loss Insurance .....	95,000
7) Life Insurance .....	20,000
8) Hospitalization and Health Care Benefit Services .....	8,500,000
9) Medical Claims Billing Service .....	100,000
10) Sentenced Prisoners Full Jail Service .....	200,000
11) Home Delivered Meals .....	47,500
12) Distribution System Leak Survey .....	25,000
13) Disposal of Screenings and Grit (WWTP) .....	15,000
14) Excavation Spoils Removal .....	100,000
15) Roll of Box for Street Sweeping .....	60,000
16) Solid Waste Disposal Site .....	900,000
17) Organic Waste Disposal .....	30,000
18) Waste Collections - Condominiums .....	110,000
19) Biosolids Disposal .....	110,000
20) Roll-Off Box for Construction Debris .....	75,000
21) Site to Receive & Process Yard Waste .....	50,000
22) Lab Analysis Service .....	25,000
23) Citywide Computer Hrdwr Op. Sys., & Software Maint Contracts .....	575,000
24) Communications Services .....	100,000
25) Water Meter Program Maintenance .....	25,000
26) Telephone Service .....	95,000
27) Cellular Phone Service .....	250,000
28) HVAC Maintenance .....	125,000



29) Elevator Maintenance .....	25,000
30) Fire Alarm Maintenance .....	50,000
31) Copier Maintenance Service .....	25,000
32) Postage, Mailing Services, Equipment Lease/Maintenance .....	260,000
33) Rental and Laundry of Uniforms .....	45,000
34) Advertising .....	30,000
35) Printing Services .....	165,000
36) CRIS/LEADS Fees .....	20,000
37) Parking Citation Billing Service .....	50,000
38) Fireworks Display .....	35,000
39) Transportation Services .....	100,000
40) Lakewood Hospital Demolition, Hazmat Abatement & Site Prep .....	500,000
<b>Sub-Total .....</b>	<b>\$14,687,500</b>

Materials, supplies, and equipment authorized for purchase under the 2019 Budget are as follows:

1) Sand and Aggregate .....	45,000
2) Concrete Supplies .....	60,000
3) Asphalt Materials .....	50,000
4) Asphalt Cold Patch .....	25,000
5) Crack Sealant .....	40,000
6) Road Salt (Sodium Chloride) .....	300,000
7) Fire Hydrants, Sewer and Water Appurtenances .....	100,000
8) Water Meter Supplies & Materials .....	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material .....	195,000
10) Polymer Flocculants .....	30,000
11) Wastewater Treatment Chemicals .....	150,000
12) Tires and Road Service .....	95,000
13) Automotive Repairs, Parts and Supplies .....	625,000
14) Oil and Lubricants .....	40,000
15) Fuel (Gasoline and Diesel) .....	500,000
16) Purchase Uniforms and Gear - Public Works .....	25,000
17) Electrical Supplies .....	50,000
18) Hardware Supplies .....	45,000
19) Janitorial Supplies .....	50,000
20) Landscape Materials .....	40,000
21) Lumber Supplies .....	100,000
22) Plumbing Supplies .....	45,000
23) Pool Supplies - Chemicals .....	45,000
24) Small Tools and Equipment .....	130,000
25) Prisoner Food Supplies .....	35,000
26) Purchase Uniforms & Gear - Safety Forces .....	75,000
27) Ammunition .....	30,000

28) Office Supplies .....	40,000
29) Computer Supplies .....	10,000
30) Computer Software .....	45,000
31) Communications Equipment .....	100,000
32) Paper Supplies .....	15,000
33) Lease Copier Equipment .....	35,000
34) Subscriptions/Publications .....	30,000
35) Reforestation .....	250,000
36) Police Operating Equipment .....	150,000
37) Fire/EMS Operating Equipment .....	150,000
38) Waste Water Treatment Plant Operating Equipment .....	150,000
39) Fitness Equipment/Devices .....	10,000
<b>Sub-Total .....</b>	<b>\$3,950,000</b>
<b>Total .....</b>	<b>\$21,510,000</b>

Section 2. That, contracts for supplies, services and equipment in excess of \$7,500 and for professional services in excess of \$5,000 shall not be awarded except as approved herein or further approved by Resolution of Council.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/17/18

  
President

  
Clerk

  
Mayor

Approved: December 19, 2018

Placed on 1st reading and referred  
to Finance 11/19/18, 2nd reading  
12/3/18

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

ORDINANCE NO. 59-18

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the purchase of Vehicles, Machinery and Equipment in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2019 in accordance with the Capital Improvement Plan for fiscal year 2019; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, and the Director of Finance are hereby authorized and directed to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following vehicles and equipment, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Vehicles, Machinery and Equipment

\$4,600,000

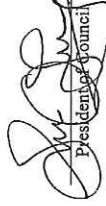
Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted:

12/17/18

  
President of Council

  
Clerk of Council

Approved:

December 19 2018

  
Mayor



Placed on 1st reading and referred to  
Finance 11/19/18; 2nd reading 12/3/18

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

ORDINANCE NO. 60-18

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for Buildings & Facilities Improvements in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2019 in accordance with the Capital Improvement Plan for fiscal year 2019; now, therefore

#### BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Buildings & Facilities Improvements \$1,750,000

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.


Section 3. It is found and determined that all formal actions of this Council concerning

and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

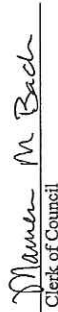
Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted:

12/17/18

  
President of Council

Clerk of Council

  
Clerk of Council

Approved:

12/19/18

Mayor

  
Mayor



Placed on 1st reading and referred  
to Finance 11/19/18; 2nd reading  
12/3/18

Bullock, George, Litten, O'Leary,  
O'Malley, Rader

BY:

ORDINANCE NO. 51-18

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into service contracts in accordance with the Administrative Code of the City of Lakewood for the Department of Planning & Development in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2019; now, therefore

#### BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts in accordance with the Administrative Code of the City of Lakewood, for the Division of Planning & Development, contracts not to exceed the specified amounts shown, except as hereinafter provided:

#### Service Contracts \$4,400,000

Building Code Enforcement;  
Childcare Scholarship Assistance Program;  
Cleveland Mediation Center: Landlord Tenant Services;  
Commercial Property Revitalization (Storefront Renovation) Program;  
Cuyahoga County Planning Commission;  
Domestic Violence & Child Advocacy Center: Victim Advocacy Services;  
Economic Development Loan Fund;  
First Time Homebuyer Down Payment Assistance Program (CDBG & HOME);  
Greater Cleveland Regional Transit Authority;  
Home Improvement Grant Program (HIG);  
Home Investment Partnerships Program (HOME);  
Home Weatherization Assistance Program;

Housing Research & Advocacy Center: Fair Housing Services;  
LakewoodAlive: Housing Outreach & Paint Rebate Programs;  
Lakewood Community Services Center: Case Management Services, Emergency Shelter Services, Employment Services, Food Pantry & Homelessness Prevention Programs;

Lakewood Small Business Grant Program;  
Loan Servicing Fees: Low-Interest Loan, Nuisance Demolition, Nuisance Rehabilitation, RAMP & Weatherization Programs;  
Low-Interest Housing Rehabilitation Loan Program (LIL);  
Neighborhood Stabilization Program (NSP): Acquisition, Rehabilitation & Demolition;  
North Coast Community Health Center: Health Services;  
Nuisance Demolition Program;  
Nuisance Rehabilitation Program;  
Property Revitalization Program: Acquisition, Rehabilitation, Marketing & Sale;  
Public Infrastructure Improvements: Sidewalk Repair/Replacement, Street Resurfacing, Streetscape Enhancements, Transit Waiting Environments & Watermain Replacement & Park Improvements;  
Repair Accessibility & Maintenance Program (RAMP);  
SEED Small Business Loan Program: Loan Servicing Fees;  
Senior Supportive Services.

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/17/18

  
President of Council

Placed on 1st reading and referred  
to Finance 11/19/18; 2nd reading  
12/3/18

Anderson, Bullock, George, Litten  
O'Leary, O'Malley, Rader

ORDINANCE NO. 56-18

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the Wastewater System and Treatment Improvement Program in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2019 in accordance with the Capital Improvement Plan for fiscal year 2019; now, therefore

#### BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Wastewater System and Treatment Improvement Program \$2,000,000

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

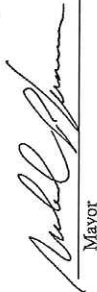
Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/17/18

  
President of Council

  
Clerk of Council

  
Mayor

Approved: December 19 2018